

PERS 403

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Enlisted Submarine and Nuclear Power Assignments Update

This document is provided to afford some situational awareness of topics pertinent to the enlisted submarine and surface enlisted nuclear community.

There is a great deal of detailed information in the following pages. Please support its dissemination by forwarding this document within the lifelines of our community.

Topics included in this installment:

- CMS/ID
- How to transfer Sailors to NSSC/ISIC to open requisitions
- PRD management and transition to BBD
- Overseas screening
- Pathway to Success booklet
- NPTU duty updates
- SDIP updates
- Career Navigator (C-WAY) information
- Non-Nuclear Enlisted Community Manager “Hot Topics”
- Exceptional Family Member (EFM) updates
- OPHOLD vs. ORDMOD

Your feedback in support of the career management of our enlisted and engagement to help us improve the distribution process are invaluable and greatly appreciated.

Very Respectfully,

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Why You and Your Sailors Need to Understand CMS/ID

CMS/ID is Where Jobs are Advertised and Where Detailers Make Selections

The billets that are actually advertised on CMS/ID are determined by placement (PERS-4013) utilizing input from detailers (primarily so they know how many people are rolling from sea to shore and shore to sea) as well as input from TYCOMs to determine billet priorities. This means that if the job isn't listed on CMS/ID then the detailer cannot post someone to that billet and write orders. CMS/ID forces detailers to fill prioritized billets and prevents them from "hooking up their buddies" or sending people to lower priority/more desirable billets at the expense of higher priority/less desirable billets.

The Longer a Sailor Waits to Apply For a Job, the More Likely They Will Be Selected Vice Choosing a Job

The billets that are advertised on CMS/ID must be filled by the detailer for that month and will not be carried over. Additionally, when a Sailor is at their 6-month point from their PRD they are now considered a needs of the Navy detail and will be posted to a priority billet.

Other Key Points

- Sailors can provide direct and standing input to the detailer on their duty preferences. This is especially important for when a Sailor is in their order's negotiation window. This is also important for Sailors that are going to be deployed or unable to communicate directly with their detailer or access CMS/ID during their orders negotiation window.
- Commands can see if their billets are being advertised and comment on applicants as well as provide comments on the billet itself visible to the applicants.
- There is a limited window in which Sailors can apply and commands can make comments.
- There is No Such Thing as Penciling Someone in For a Future Job.
 - While the detailer does have the ability to look into the future to determine if someone is rolling out of a billet, that doesn't mean that billet will be advertised on CMS/ID. If the billet is determined to be a priority then it will be advertised. As mentioned above, if the job isn't advertised on CMS/ID then the Detailer has no ability to post someone to that billet and write orders.

The absolute minimum participation in the CMS/ID process is for the command to ensure their POC information is up to date and for the Sailor to ensure their standing preferences and contact information (e.g., phone number and e-mail) are up to date.

Cancellation of Standard Transfer Orders (STOs) and New Process for Transferring Sailors from the Boat to NSSC or ISIC transient UIC

- NAVADMIN 244/14 cancelled all versions of standard transfer orders (STOs)
- Impact: Required a workaround to get Sailors with medical/legal/conduct/etc issues transferred off of the boat to the NSSC or Squadron (as applicable)
- New Process:
 - Submarine issues no cost TAD orders to NSSC. Ensure reason for transfer (i.e., submarine disqualification) is listed.

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- NSSC will submit an Electronic Personnel Deficiency Report (EPDR) and provide a copy of this EPDR along with copy of TAD orders to PSD.
- PSD upon receipt of EPDR and TAD orders will submit DZ availability to PERS-45.
- PERS-45 will send avail to PERS-403 who will issue orders to transfer the Sailor from the submarine to NSSC OTHERS UIC.
- Orders should be issued within 5 days by PERS 403.

PRD Management

Commands have an incredible amount of control over their manning with respect to when personnel rotate. Do not feel hostage to the PRDs reflected on your EDVR. You are in the best position to determine when personnel should rotate; the PRDs established in PCS orders are based upon prescribed sea tour lengths. There are many situations (e.g., crew splits for an SSBN coming out of overhaul) that can create a future “PRD Cliff” for a division where a plan needs to be formulated by the ship to spread those personnel out in the future. It is vitally important that each command have a process by which they are looking at PRDs to ensure there is a balanced flow of incoming and departing personnel and avoid having a large amount of experience transfer off the ship in a short period of time or at the wrong time.

Processes, Resources, and Best Practices to Manage PRDs

- Career Review Boards. Utilizing the concept of Division in the Spotlight each week can be an effective tool to take a look at a particular division’s manning, qualifications, schools, leave, and other areas. Even if the current operations preclude having everyone sit down in the Wardroom to conduct a CRB, certain personnel in the chain of command can still scrub some records to identify potential problems.
- PERS-4013 Conducts Semi-Annual EDVR Scrubs and subsequently transmits a message to the ship highlighting issues and concerns. Many ships do not take action nor respond to these messages.
- It is strongly recommended that the Command Career Counselor have a spreadsheet containing key dates for each Sailor onboard (e.g., PRD, EAOS, when eligible to submit reenlistment application, when eligible to submit OTEIP request, when entering 9-month orders negotiation window, etc.).
- Manning Stabilization Plans for Extended Availabilities and Change of Homeports. The Submarine Personnel Manual (SUBPERSMAN), CSL/CSPINST 1306.1 Series has detailed guidance on this process. It is important to remember that any changes to PRDs after a manning stabilization plan has been approved must go through the same chain of command that approved the stabilization plan.
- Critical Billet Reviews Prior to Deployment (SUBPERSMAN Article 502).
- PERS 403 now conducts CPO Planning Conferences in conjunction with Wardroom Planning Conferences. This is a great time to discuss any potential issues with particularly your Chief’s Mess, but PERS 403 will take any comments or questions regarding any of your Sailors during this time.

When and How to Submit PRD Change Requests

- When:
 - 18-12 Months Prior to Current PRD: This is the sweet spot because it is close enough to the Sailor’s PRD that most factors/unknowns can be known such that a PRD isn’t changed too early. Similarly it is far enough out that the Sailor won’t be in the orders negotiating window and therefore risk orders being generated before a PRD change can be affected.
 - 12 Months Prior to EAOS: If the Sailor’s PRD is beyond their EAOS then it is in the command’s interest to have the Sailor make a decision regarding their re-enlistment such that the command

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can adjust the PRD to match EAOS if the Sailor intends to separate. If the PRD is not adjusted then the command runs the risk of the Sailor separating and no requisition for a replacement being generated to backfill. PRD, not EAOS, is what causes a requisition to generate.

- How:
 - Enlisted Personnel Action Request (1306/7)
 - Message from the command (or ISIC on behalf of the command)
 - Letter on command letterhead (e.g., CPO Planning Letter)

Limitations and Recommendations on PRD Adjustments

- A Sailor cannot have their PRD extended beyond 60 months of sea duty unless they are volunteering to do so as indicated by submitting a 1306/7.
- Although a command can have a Sailor's PRD adjusted by transmitting a naval message or command letter, it is strongly recommended that the Sailor be informed of this action ahead of time and the basis for that change such that they don't find out about it second hand and after the fact.

Nuclear Sea Shore Flow Changes

- NAVADMIN 284/15, which was released on December, 2015, modifies Nuclear Enlisted Sea Shore Flow for all nuclear NECs. All PRDs are being adjusted IAW this NAVADMIN.

Navy Manning Plan (NMP) transition to Billet Based Distribution (BBD)

- In February, 2016 manning and detailing will be shifted to Billet Based Distribution (BBD). The effect on the commands will be the EDVR being replaced by an internet based BBD picture of all billets that will be manned. Work with your local ISIC and TYCOM for questions on this matter. There will be no effect on the sailors' ability to apply via CMS/ID, they will see no change in the way to apply for open positions.
- The NMP working group is now called the Distributable Inventory working group meets every 6 months (April / October) to evaluate billets on submarines (all manning), CVNs (nuclear manning) and nuclear shore duty manning.

Overseas Screening

[NAVADMIN 203/14](#) announced changes to the overseas screening process. Upon proposal of orders, Navy Personnel Command will issue a letter of intent (LOI) directing completion of an overseas screening within the time constraints below. This allows NPC to notify Sailors out to nine months in advance of transfer date (PRD) rather than being limited by a truncated orders release authority window.

- Commands are required to respond to transmitted LOIs within 24 hours. Response can be via email or message.
- Members will be given 30-days from the day the transferring command receives the LOI to complete the screening process for themselves.
- Dependents will be given 60-days from the day the transferring command receives the LOI to complete the screening process.
- Orders will not be released until the screening is reported as complete in BOL by either the command or the ISIC.
- Specific details on the remote duty screening policy change can be found on the NAVADMIN at the following link: <http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14203.txt>

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“A Pathway to Success” Booklet: Leadership Guide

BLUF: The Nuclear Career “Pathway to Success” Booklet is a career mentoring product intended for our professional Nuclear Operators to clearly articulate the specific goals and opportunities for the Nuclear Trained Sailor, as well as, communicate our team’s commitment to the Sailor, their spouse, and their family. This guide should be used to prompt candid conversations between the deck-plate Leader, Sailor, and their spouse, regarding career decision points, duty options, family benefits, and work-life balance. The default should be a depiction of what the Sailor’s 20-25 year career would look like if they stayed Navy.

The work necessary to generate this booklet should not be viewed as an administrative burden, but rather an important part of your career counseling sessions with your Sailors. Accurate, specific, and detailed information is critical and will require an investment of time and energy from the entire Command Team. Motivating and retaining the right people for the right reasons is a vital part of our mission and requires a commitment from our senior flag officers to the deck plate leader.

The Career Path Information Booklet should be tailored specifically to each individual Sailor with information gathered and updated, including their personal goals. The pamphlet should be given to the Sailor in advance of the counseling session to give them and their family time to review and develop questions. Within the first six months of the Sailor checking aboard, the Chief Petty Officer should take time out with the Sailor and their spouse (if applicable) off the ship to review and discuss the opportunities available with a career in Navy Nuclear Power. If possible, have the OMBUDSMAN talk with the Sailor and the spouse after the session. This discussion would be the precursor for the Sailor’s first Career Development Board with the chain of command, and the booklet should be updated periodically as the Sailor moves through their qualifications and advancement.

The following are key points for each page for you to use as a guide in your conversation with your Sailor.

Sailor Information:

- Snapshot profile of the Sailor, filled out for each individual Sailor prior to counseling session.

1st Sea Tour:

- Set expectations for what a successful 1st Sea Tour looks like – include the exact qualification dates for the Sailor.

End of 1st Sea Tour:

- Résumé list: go over each accomplishment that your Sailor will walk away with after the 1st sea tour – explain to them that this is what their résumé will include.

Career Continuation:

- Reenlistment requirements, timing, and pay calculator to inform the reenlistment conversation – calculate their bonus.

1st Shore Tour:

- Outline the three main tracks for shore duty in Naval Nuclear Power.
- Zone B discussion points for the career decision usually made ashore. Highlight that this is the first natural off-ramp from Naval Service.

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Trainer/Maintainer/Recruiter:

- Profile of each shore duty type. Opportunity to discuss the specific advantages and disadvantages of each tailored to the Sailor. What would he specifically be best suited for? Where would he best put his skills to work to improve himself and the Navy? How he could become a mentor or leader himself.
- Discuss why we value the “trainer” and how it would bolster an already robust résumé.

Incentive Pays:

- Discuss the financial incentives.

Transitioning Back to Sea:

- Résumé list of experience, reenlistment way-points, and future leadership positions - again bolstering an already robust résumé.

The Road to Anchors - CPO/SCPO/MCPO:

- Rewards of a career as a senior enlisted nuclear supervisor - again bolstering an already robust résumé.

Our Goals:

- Filled out by CPO and Sailor (or written in at the discussion time) prior to pamphlet completion, signed as an agreement between the CPO and the Sailor. Goals should include professional and personal milestones.

Leadership Notes:

- Filled in by each leader prior to the off-hull session with comments, notes and advice. Provide phone numbers and email addresses to contact for questions. Include the OMBUDSMANs card/contact info for the spouse.

Career Reenlistment Timeline:

- Shows impact of reenlistment timing; can also be used to outline a full career path. Highlight the monetary advantage of STAR reenlistment early in the first sea tour.

Why Stay Navy? :

- Graphic display of annual pay, incentive pay, and retirement benefits after a 23 year career .
- Comparison points for civilian careers including salary, benefits, and retirement savings.
- Specifically cover retirement, medical and dental coverage (example: if you paid for a child birth outside the military: over \$10,000/child).

Pamphlet Editing Instructions

- Recommend using Adobe Acrobat Pro to save all changes (LAN administrator install if not on ship's computer).
- If using Adobe Reader, you can edit fields and print but will not be able to save changes.
- Select “enable all features” when prompted.
- Select “highlight existing fields” in order to see all entries meant to be customized.
- Hover mouse over fields to show clarification or recommendations for each entry.
- To edit pictures (ship logo, Sailor picture) click and insert file.

Pamphlet Print Instructions

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- Select landscape.
- Print on both sides (flip on short edge).
- Ensure multiple pages are not selected.

Link to NPC website and the Nuclear CCC toolbox:

<http://www.public.navy.mil/bupers-npc/enlisted/community/nuclear/Pages/NuclearCCCToolbox.aspx>

Prototype Manning and Instructor Duty for Nuclear-Trained Personnel

We Need the Majority of Sailors Rolling to Shore that Meet Instructor Screening Criteria to go to Prototype

This is important for Sailors to understand to help manage their expectations. There are no sweet deals that the Detailer is sitting on or hiding from our nuclear-trained Sailors. The reality is that a significant portion of shore duty billets are at Prototype. This also means that a nuclear-trained Sailor will most likely have to move when they roll to shore duty. The requirement for each ship to submit a minimum of 4 nuclear instructor packages per year has gone away with the new process of instructor screening (see “slating process” detailed below).

The “Slating Process”

The slating process is formal review of all Nuclear Sailors at sea that hit their 12 month point from PRD. At one year from PRD the detailers will screen each Sailor for preliminary approval to instructor shore duty based on the information available from various databases. This slating process will take the following into consideration:

- Previous 3 evals
- Current position in division/work center
- PFA record
- Senior qualification and length to qualify SIR
- Class standings

This is a “behind the scenes” process that identifies potential candidates for instructor duty but it does not take into consideration issues not recorded in a database. For example, if a Sailor went to NJP but the court memorandum was not uploaded nor was it documented on an eval, the community management would have no visibility of it. Similarly, the slating process does not take into account visible tattoos which in some cases can be a disqualifier. A 1306/92 is required to be submitted by the command after the slate comes back to address these issues (Sailors will be notified by their detailer). The timeline and requirements are outlined below:

- Sailor is screened on a slate 12 months out from PRD.
- Upon preliminary approval PERS 403 will send out a naval message directing the Sailor and command to submit a 1306/92 (3 page document) to validate the screening and give a final approval.
- Sailor’s final approval for instructor duty will be adjudicated 11 months prior to PRD so he/she is prepared to start negotiation for shore duty.
- The detailing window begins at month 9 and negotiations may occur until month 7. Discussion will be heavily weighted towards instructor duty billets for those Sailors already approved. Detailing decisions will be final since there will no longer be a need to screen at that point.
- A Sailor will know NLT month 7 if they are going to be an instructor. Additionally, we can share transfer details and put their orders in a queue for release.

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Official orders will not be available to the Sailor until closer to 4 months from transfer (limited by orders release authority tied to funding).

If You Have a Sailor You Think Would be a Good Instructor then Submit a Package

- Too many people think a Sailor has to be upper-half/upper-half for NPS/NPTU to be considered; this can be waived.
- Make the command endorsement match what the Sailor's evaluations say and vice-versa. Disparities between the two will likely result in the Sailor not screening or cause a delay in the approval of his package.
- If the Sailor didn't perform well academically in NPS/NPTU then provide a statement regarding their performance on qualification and continuing training examinations in the command endorsement along with any other selling points that you feel make them a solid candidate.
- PERS-403 is proactively identifying Sailors that outwardly appear to be prospective candidates for Instructor Duty and providing those names to the respective ships, ISICs, and TYCOMs to further encourage those commands to discuss Instructor Duty with that Sailor.
- Bottom Line: Submit the package and we'll work on any waivers the Sailor may require.

Screening for Instructor Duty Cannot Exclude a Specific Command or be for a Specific Command

Similar to other Navy personnel programs, a Sailor desiring to be an instructor must submit a screening package and then list their preferences in order regarding location. Screenings that do not include a ranked list of all locations for instructor duty will be returned without action.

Talk to Your Sailors Early On About Instructor Duty

This will help better manage the Sailor's expectations and can also provide a means to provide positive feedback and encouragement to a Sailor. Having an Officer or Chief Petty Officer approach a Sailor and tell them that they are impressed with that Sailor's performance and that they are the type of person the Navy needs to train and develop our future operators can have a powerful influence. Furthermore, waiting until a Sailor is near/in their orders negotiating window to discuss their desires/intentions/options is too late.

Benefits of Prototype Duty

- Advancement Opportunity
 - The CPO Board precepts letter routinely identifies NPTU as exceptional/valued service
 - CPO Selectees with prior NPTU service selected ~1 year earlier than non-NPTU served personnel
- Career Enhancement
 - Can qualify as Engineering Watch Supervisor (CPO advancement pre-requisite)
 - CPO eligible personnel can qualify as Engineering Officer of the Watch
 - Earn the instructor certification Secondary NEC (9502) and become a Master Training Specialist
- Officer Program Opportunity
 - Historically, 50% of NPTU applicants selected for STA-21N
 - Only opportunity for sea-returnees to apply for STA-21N is at nuclear training commands
 - Historically, 90% of qualified NPTU applicants selected for OCS
 - Historically, 35% of NPTU applicants selected for LDO
- College Education
 - Tuition Assistance available while still in the Navy
 - Many education opportunities at each location including:
 - NY: Rensselaer Polytechnic Institute (RPI), Excelsior College, State University of New York, Old Dominion University

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- SC: Citadel, Charleston Southern University, College of Charleston, Old Dominion University, Trident Technical College
- Higher Pay
 - Assignment Incentive Pay (AIP) payable in lump sum upon completion of instructor training and reporting to Staff UIC (\$6000 based upon 36-months qualified instructor tour).
 - Submariners are eligible for SUBPAY ashore if obligated for 18 months of sea duty
 - \$450/month SDAP for qualified supervisors
 - Zone B SRB (up to \$90K) and Zone 1 ESRP (up to \$100K) reenlistment bonuses available
- Predictable Schedule
 - Shift work provides a defined number of days off annually and a guaranteed 4-day weekend/month
 - Training Week (T-week, 1 in every 4 weeks) is off-hull (normal work week)
 - Liberal leave policies (no deployment or underway equivalent)

Sea Duty Incentive Pay (SDIP) Updates

Policy Decision Memorandum 008-13 was signed out on April 26, 2013. The most significant change is that the minimum extension/back-to-back/curtailment time is now 12 months (was 6 months) and the maximum allowed time is out to 48 months. Given that the SDIP monthly benefit is paid in a lump sum, this is a significant incentive. The updated eligibility chart can be accessed using the link at the bottom of this section.

SDIP Back to Back

Requests must be received 11-13 months prior to the current PRD.

SDIP Extension

Requests must be received 12 months prior to completion of their prescribed sea tour.

SDIP Curtailment

Requests must be received 3 months prior to their desired detachment date.

If there is a situation that occurs that does not meet the timing annotated above Sailors will still be able to submit SDIP requests and PERS 403 will work each scenario on a case by case basis.

The following link includes SDIP governing documents and the SDIP eligibility chart dated 10 Feb 2014:

<http://www.public.navy.mil/BUPERS-NPC/CAREER/PAYANDBENEFITS/Pages/sdip.aspx>

Sea Duty Incentive Pay (SDIP)

As an incentive to keep ITS LAN Administrators on sea duty and minimize gaps due to limited inventory, ITS, FT, STS, and ET (Nav and Comms) personnel with the 2781 NEC in paygrades of E-6 thru E-8 and are billeted as the LAN Administrator are eligible for \$1000/month of SDIP. As previously discussed, rules for SDIP recently changed such that Sailors now have to extend/curtail/do back-to-back by a minimum of 12 months vice 6 months. However, Sailors can now go out to 48 months vice 24 months which can be a very significant amount of money that is payable in a lump sum (\$48K in the case of an ITS). E-5 Sailors were removed from SDIP eligibility as of December 2013.

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Career Navigator (NAVADMIN 149 & 150/13)

The Career Navigator Program will organize Navy enlisted career management policies and processes and multiple IT support systems into one overarching program. The goal of the Career Navigator Program is to integrate all career management processes and to provide Sailors with tools that are transparent, interactive and integrated. The Career Navigator Program will introduce new terminology meant to change how we think, discuss and apply enlisted career management processes in the Navy. The new terminology is meant to be more self-explanatory for Sailors. As part of this change, Fleet RIDE will be called the Career Waypoints System. The enlisted career management processes included in Career Waypoints will be called:

- Reenlistment (formerly Perform to Serve (PTS))
- Reclassification (formerly Production Management Office)
- Conversion
- Transition (between active and reserve components)

The following link contains excellent resources to help educate your command:

<http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CareerWaypointSystem.aspx>

Changes to Reenlistment Quota Process and Differences from Old PTS System

The PTS program no longer exists and has been replaced with a system more advantageous for Sailors and empowers Commanding Officers. Specifically, these enhancements will provide faster responses for Sailors, applications will be submitted one month earlier, and the same number of reenlistment approval quotas will be distributed in a shorter amount of time (four months instead of seven) so more Sailors will be approved each month. The first window is 13 to 10 months from the Sailors SEAOS. During this first window the Sailor has 3 options (In-rate reenlistment, SELRES, rate conversion). Sailors have two options in the second window, 9 to 6 months, (SELRES, rate conversion). The only option in the final window, 5 to 4 months from SEAOS, is for the Sailor to apply for SELRES. If by chance Sailors are not approved to reenlist in their current rating they will have more time to apply for conversion to another rating or seek transfer to the Reserves. Lastly, the new process removed PFA and months to end of contract but has kept paygrade, evals, and critical NECs as decision factors. If for some reason there is an instance where a Sailor is inside of 9 months from SEAOS and now wants to reenlist you are required to call the Non-nuclear Enlisted Community Manager (BUPERS 132)

General Reenlistment Policy (Non-Nuke Only)

- E6 (non-nukes) - approved 1st look, auto-confirmed soon
- E5 & below (non-nukes) - processing categories based on manning

Open Reenlistment - Undermanned

If eligible and command approved, auto-confirmed, and can reenlist immediately

Balanced Reenlistment - Fully manned

If eligible and command approved, process based on year group (YG) manning:

- Undermanned/manned YG (most Sailors): auto-confirmed, reenlist immediately
- Over manned YG: must apply

Competitive Reenlistment - Over manned or special requirements (Nuclear-Trained Personnel)

If eligible and command approved, must apply

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Nuclear-Trained Personnel Reenlistments

Nuclear-trained personnel can apply for an early reenlistment quota as soon as they are eligible in a reenlistment zone. Most nuclear-trained personnel will obtain a quota the first time they apply and will receive confirmation within 30 days of their request.

Only nuclear-trained personnel with an inactive nuclear NEC, multiple PFA failures including the most recent PFA failure, NJP without follow-on evaluation reestablishing performance, loss of security clearance, Limited Duty/Medical Hold/Legal Hold, or Performance Mark Averages less than 3.00 and no improving trend will have to continue applying each month for a reenlistment quota from the 13 to 10 month point when approaching their SEAOS. OPNAV N133 will screen nuclear applicants to ensure eligibility.

Non-Nuclear Enlisted Community Manager “Hot Topics”

Enlisted Women in Submarines

NAVADMINs 019/15, 020/15, 021/15 and 186/15 were released and the Submarine Enlisted Community Managers are now accepting packages for this initiative.

ITS Conversion Points of Contact

For any questions regarding eligibility of Sailors for the ITS conversion process, please contact the NON-Nuclear Enlisted Community Managers (BUPERS 322).

Exceptional Family Member (EFM) Updates

Successful administration of the EFM program requires up-to-date information and extensive coordination between personnel, medical, educational and family support communities. In order to ensure that the most accurate information is available, updates are required:

- When a family member's condition changes or upon completion of diagnostic evaluations.
- Every 3 years.
- 12 months prior to orders negotiation or a permanent change of station.
- May take 4-6 weeks to have an EFM category updated or removed.
- Orders cannot be released with an outstanding EFM case, to include when an EFM status is required to be updated or verified.
- Governed through MILPERSMAN ART: <http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Documents/1300-700.pdf>
- Consult the following link for instructions or additional information:
<http://www.public.navy.mil/bupers-npc/support/efm/Pages/default.aspx>

Operational Holds (OPHOLD) vs. Orders Modification (ORDMOD)

BLUF: Proper advanced planning and communication can prevent the need for an OPHOLD to be submitted. Furthermore, in most cases, an ORDMOD request is sufficient to communicate the command's needs/desires to achieve their goal of maintaining personnel readiness to meet mission requirements.

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What's the Difference?

An OPHOLD message should be transmitted when an ORDMOD request has been denied and the Commanding Officer feels that there really is no other way to resolve the issue at hand. It is limited to ship's that are deploying and only for an individual that is of such importance to the mission that it would result in a C-3 personnel readiness condition for that unit.

OPHOLD requests are governed by MILPERSMAN article 1306-120 and should be treated similar to a CAT 3 CASREP with respect to who you talk to before transmitting and understanding the level of visibility they receive. Per paragraph 125 of COMSUBLANT/COMSUBPACINST 1306.1A CH-1 (SUBPERSMAN), Commanding Officers will contact their parent ISIC to determine if an OPHOLD is warranted prior to submission. The parent ISIC will request submission concurrence from COMSUBLANT (N1)/COMSUBPAC (N1) (as appropriate).

In a majority of cases, an ORDMOD is the preferred method to formally notify all stakeholders of a situation where a change to existing orders is deemed necessary. MILPERSMAN article 1320-311 is the governing document. As always, commands are strongly encouraged to make the necessary phone calls and e-mails in the background to help facilitate their desires; however, an ORDMOD request message is the formal way to request and receive a formal response.