



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 1300.44  
PERS-9X  
15 MAR 2010

BUPERS INSTRUCTION 1300.44

From: Chief of Naval Personnel

Subj: NAVY PERSONNEL COMMAND CAREER TRANSITION OFFICE (CTO)

Ref: (a) DEP CHNAVPERS ltr BUPERS-00B 1300 of 28 May 2009  
(NOTAL)  
(b) DEP CHNAVPERS memo 1000 Ser 00/003 of 22 Jan 2009  
(NOTAL)  
(c) SECNAV M-5210.1 of Nov 2007

Encl: (1) Memorandum of Officer Transition Approval and Billet  
Assignment

1. Purpose. To establish at Navy Personnel Command (NAVPERSCOM), the Career Transition Office (CTO) (PERS-9X), subordinate code to NAVPERSCOM, Reserve Personnel Management Department (PERS-9), as a single point of contact for direct Navy Veteran (NAVET) officer transition guidance and affiliation processing. The CTO will support the Continuum of Service (CoS) initiative and will support seamless transitions from Active and Reserve Components (AC/RC), encouraging a lifetime of Navy service as stipulated in reference (a). The CTO will also support initiatives as directed by Commander, Navy Personnel Command by facilitating optimized assignment of personnel into available billets.

2. Background

a. The CTO will be implemented in three phases.

(1) Spiral One will focus on Navy officer transitions from the AC to the RC.

(2) Spirals Two and Three will include, but are not limited to, enlisted AC to RC transitions and all non-mobilization RC to AC processes. These phases will further support other collaborative efforts impacting the CoS.

(3) Future spirals, such as transitions to civil service, will be explored as potential areas for additional

expansion and development. The overall goal for the CTO is to become the Manpower, Personnel, Training and Education (MPTE) career-optimizing organization for transitional processing.

(4) The CTO will support leadership in force shaping decisions by collecting trend information and providing complete visibility and transparency throughout the transition process.

b. The primary objective of Spiral One is to increase Reserve officer transition/affiliation rates by educating Navy officers on the benefits of continued service with the Navy Reserve. The CTO will also provide the mechanism to streamline transitions by coordinating direct NAVET affiliation processes under one organization and eliminating the two major barriers to affiliation in the Navy Reserve:

(1) Lengthy accession processes. In the past, an officer serving on active duty and desiring to affiliate with the Navy Reserve was required to follow the same recruiting procedures and complete the same recruiting and commissioning paperwork as a non-prior service applicant.

(2) Lack of Navy Reserve program awareness. Based upon feedback from personnel who have transitioned in the past, not enough information is provided during the separation process to allow them to make a fully informed decision in regards to the Navy Reserve. Statistics have shown that many are unaware of Reserve programs, benefits, and opportunities that are available to them.

### 3. Definitions

a. NAVPERSCOM (PERS-9X) - Single point of contact for Navy officers transition guidance and transition/affiliation processing. In future implemented spirals, the CTO will serve all Navy personnel leaving active duty, NAVETs, and Navy Reservists who execute an AC to RC or RC to AC transition.

b. CTO Transition Assistant (TA) - Officer responsible for coordinating and facilitating the transition process, providing guidance and materials, managing each transitioning officer's case, and facilitating the transition process for the member.

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c. NAVET - Members who have completed their required AC service time.

4. Spiral One Responsibilities

a. Deputy Chief of Naval Personnel shall define program requirements and provide overall direction.

b. NAVPERSCOM (PERS-9) shall be responsible for overall operation and program execution of the CTO.

c. NAVPERSCOM, Career Progression Department (PERS-8) shall continue to provide resignation packages, separation orders and scroll status of Service members who have been approved or selected for separation from the AC. This information and all updates are required to facilitate a smooth transition process.

d. Bureau of Naval Personnel (BUPERS), Military Community Management Department (BUPERS-3) will provide, through interaction with Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training and Education Policy Division (N13), the required accession plan to meet projected end-strength and required "FIT". These end-strength plans will be provided on a monthly basis. BUPERS (BUPERS-3) will also provide to the CTO a list of all Service members who have been designated for separation from the AC per reference (b) as a result of Probationary Officer Continuation and Retention Board action. BUPERS, Officer Community Managers (OCMs) (BUPERS-31), will inform and provide to the CTO any order modifications, updates or changes to original transition/ separation orders.

e. The CTO TA will be responsible for monitoring all phases of the transition process.

5. CTO Responsibilities

a. Implementation of personnel management practices supporting seamless transitions from AC to RC to meet operational requirements.

b. Improvement of RC affiliation/transition rates through increased overall Navy Reserve program awareness and

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opportunities. The CTO will work in conjunction with BUPERS (BUPERS-3) to affect optimized transitions into targeted designators.

c. Improvement of transition processes. Eliminate unnecessary administrative overhead through alignment of transition/affiliation process steps into NAVPERSCOM, resulting in a streamlined and more responsive transition process.

d. Assignment of a TA to each officer approved for separation from active duty. The TA is responsible for coordinating and facilitating the transition process, providing guidance and information materials, and managing each transitioning officer's unique case. The TA will work with Navy Reserve Forces Command (NAVRESFORCOM), BUPERS (BUPERS-3), NAVPERSCOM (PERS-8), and NAVPERSCOM (PERS-9) to ensure a smooth transition for all officers transitioning to the Navy Reserve.

e. Coordination with Navy Recruiting Command (NAVCRUITCOM) to obtain available NAVCRUITCOM accession quotas if projected accession rates provided to the CTO do not support direct transition into that community. The CTO will inform the affected BUPERS (BUPERS-3) Community Manager if a NAVCRUITCOM transition quota is used.

f. Coordination with the applicable BUPERS (BUPERS-3) Community Manager to request OPNAV (N13) officer affiliation approval/disapproval in the event that BUPERS (BUPERS-3) and NAVCRUITCOM are unable to support a proposed transition using the current accession plan.

g. Reporting progress and applicable measures of effectiveness to NAVPERSCOM (PERS-9).

#### h. CTO TA Responsibilities

(1) Contact each officer after receiving an approved separation package from NAVPERSCOM (PERS-8) or after they have been designated for separation by the Probationary Officer Continuation and Retention Board.

(2) Educate transitioning officers on Navy Reserve opportunities and provide pertinent information regarding affiliation with the Navy Reserve.

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(3) If an officer desires or requires a transition to the Navy Reserve, the TA will work with NAVRESFORCOM, BUPERS (BUPERS-3), NAVPERSCOM (PERS-8) and (PERS-9) to affect a smooth and rapid transition. This includes, but is not limited to:

(a) Assisting in locating a Navy Operational Support Center (NOSC) at which to drill.

(b) Obtaining billets through Junior Officer (JO) APPLY through coordination with NAVRESFORCOM (N122).

(c) Ensuring that a sponsor is assigned from the gaining NOSC for every transitioning officer.

(d) Preparing and forwarding bonus paperwork to NAVRESFORCOM (N11) if an officer is bonus eligible.

(e) Coordinating with NAVPERSCOM (PERS-8) to ensure timely processing of NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office.

(f) Ensuring that a separation physical is completed and the results are forwarded to the CTO as soon as possible. The TA will verify that the officer is screened as world-wide assignable and for separation from the AC. Members that are evaluated as not world-wide assignable separated to allow resolution of their disqualifying condition and will be directed to contact a Reserve officer recruiter at a later date.

(g) Ensuring all systems are updated to reflect the Service member's current status. Each TA will have access to and training in, at a minimum, OPINS, NSIPS, IMA PMIS, and OAIS to facilitate these transitions.

(h) Preparing and consolidating the transition package for each assigned transitioning officer to include:

1. SELRES Drilling Status Approval and Billet Memorandum (enclosure 1);

2. CNAVRES 1321/1 Request for Inactive Duty Training (IDT) Orders;

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3. NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office;

4. NAVPERS 1200/1 Ready Reserve Transfer Request Service Agreement;

5. DD-214 Certificate of Release or Discharge from Active Duty. This package will be electronically sent to servicing NOSC immediately upon completion, and the original documents will be sent to the NOSC within 3 business days using standard mail services; and

6. NAVPERS 1300/2 Affiliation Processing and Summary Record; and

7. NAVPERS 1300/4 Licensure Verification for Medical Programs Applicants (if required).

(i) Routinely contact, access and support the Service member throughout the affiliation process until the member is drilling and has been successfully processed and paid for at least one drill period.

6. Records Management. Records created by this instruction, regardless of media, will be managed per SECNAV Manual 5210.1 of November 2007.

7. Forms

a. NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office is an automated form processed by NAVPERSCOM (PERS-8). NAVPERS 1200/1 (01-2010) Ready Reserve Transfer Request Service Agreement, NAVPERS 1300/2 (01-2010) Affiliation Processing and Summary Record, and NAVPERS 1300/4 (12-09) Licensure Verification for Medical Programs Applicants are available at <http://www.npc.navy.mil/>.

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b. CNAVRES 1321/1 (2-79) Request for Inactive Duty Training Orders is available at <https://www.navyreserve.navy.mil>.



D. P. QUINN

Rear Admiral, U.S. Navy

Deputy Chief of Naval Personnel

Distribution:

Electronic only, via BUPERS Web site

<http://www.npc.navy.mil/>

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## MEMORANDUM

From: Director, Career Transition Office  
To: Rank, Name, USN, Designator

Subj: TRANSITION TO THE NAVY RESERVE

1. Congratulations on your selection as a(n) \_\_\_\_\_ officer in the Navy Reserve. You should take pride in your selection. Your transition documents are being prepared and will be processed as quickly as possible. Your Transition Assistant (TA) will contact you again upon completion of the documents to facilitate your transition.
2. Based upon the results of your separation physical, you have been found physically qualified for separation and are categorized as world-wide assignable. A sponsor from your assigned reserve unit will contact you within 2 weeks from receipt of this letter. If you are not contacted within this time frame, please notify your TA as soon as possible.
3. The following information is provided for further processing of affiliation:  
  
Designator: (####)  
Rank:  
Verified Citizenship:  
Code: (###)  
Unit Name: (NOSC Name, Unit Name)  
RBSC: (Billet Code or IAP)  
RUIC: (#####)  
AUIC: (##### or IAP)
4. Again, I extend my most sincere congratulations and best wishes for success in your continued Navy career. Should you have any further questions, your TA is standing by. Please feel free to contact him or her at \_\_\_\_\_.

SIGNATURE

Enclosure (1)