

MILPERSMAN 1306-966

ENLISTED RATING DETAILER

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone:	DSN	882-3880
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NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Background.** The enlisted rating detailer is the key player in the placement of enlisted personnel.

a. Assignment as an enlisted rating detailer is open to personnel in pay grades E-5 and above in all enlisted ratings.

b. There are also billets for support personnel in many ratings in pay grades E-3 and above.

c. The enlisted rating detailer's job includes:

(1) Communication with constituents by Career Management System Interactive Detailing (CMS/ID), by telephone, e-mail, and naval messages.

(2) Discussing assignment options, transfer regulations, and career assignment advice.

(3) Coordination with Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch (PERS-4013) and fleet units to ensure proper manning levels.

d. NAVPERSCOM is located at Naval Support Activity Mid-South, Millington, TN (NAVSUPPACT MID SOUTH).

e. There are limited medical and dental facilities available at NAVSUPPACT MID SOUTH.

f. Tour length and obligated service (OBLISERV) for this program is 36 months, regardless of sea/shore flow.

2. **Requirements**

a. No evaluation (EVAL) traits below 3.0, recommended for retention, and received a promotable or higher for the past 36 months.

b. No record of non-judicial punishment, courts-martial conviction, or civil conviction within the past 36 months.

c. No alcohol-related incidents within the past 36 months.

d. Must be within current body composition standards and passed the most recent regularly scheduled Physical Fitness Assessment.

e. No record of financial instability within the past 36 months.

f. Eligible for a Secret security clearance.

g. Be in accordance with normal sea/shore flow. Exceptions will be addressed on a case-by-case basis.

h. Be able to fulfill a 36 month tour.

3. **Detailer Nomination Package Contents.** When prompted by the respective rating detailer, submit the following:

a. CO's letter of recommendation, to include whether the Sailor has any pending requests (i.e., rate conversion, commissioning program, etc.) and has the Sailor received any letter(s) of indebtedness or any indications of serious financial problems within the past 36 months.

b. Completed NAVPERS 1306/92 Special Program Screening, all sections except D1, D4, and D10-D13.

c. A recent full-length photograph with a three-quarter view, approximately 4" x 5" in a short-sleeved uniform. If there are any visible tattoos, provide close-up pictures of each tattoo and a description of what the tattoo(s) signify.

NOTE: Digitally reproduced photographs are acceptable and recommended; however, if the photograph will be electronically transferred, ensure that it is in JPEG or similar format. Do not forward a scanned or photocopied picture.

d. EVALs for the past 36 months. Ensure full SSNs are omitted.