



AVIATION CAPTAIN
ASSIGNMENTS
HANDBOOK
(July 2020)

Captains and Captain (selects),

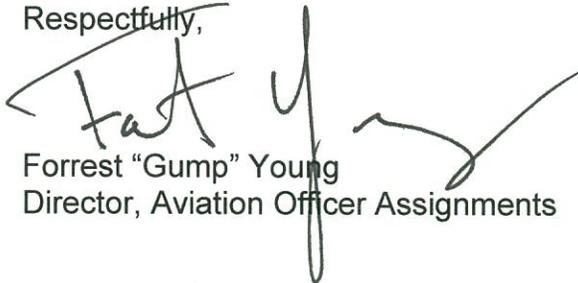
Congratulations on achieving the rank of Navy Captain, or if recently selected, on your impending promotion! Captains represent only 5 percent of Naval Aviation's Officers. You should be justifiably proud of your professional achievement and contributions to our Navy thus far, while excited for the vast opportunities that remain needful of your service.

Naval Aviation trusts you to command our ships and wings at sea, as well as filling critical leadership positions ashore to ensure Naval Aviation is poised to meet our future war fighting challenges. As senior executives and leaders you are responsible for developing and implementing the policies and plans that will enable our future success in combat.

There is no lack of work for you as an Aviation Captain. In fact there is an insatiable demand for every one of you, each with your diverse backgrounds, irreplaceable skill sets and unique leadership experiences. Simply put, the manpower requirements for our Captains exceeds our inventory. This forces us to establish priorities and make deliberate decisions as to where each of you will best serve Naval Aviation. As your detailer, PERS-43 will endeavor to balance your personal and professional desires, while striving to meet the demand for your talents from the NAE, Navy and the Joint Force.

As seasoned officers I recognize you are all very familiar with the detailing process. Nevertheless, as a Captain, there are some unique considerations that this handbook is designed to address. Please allow that it would be impossible to address every issue and policy governing Captain detailing, this handbook is simply meant to serve as a convenient reference and starting point when your questions arise.

Respectfully,

A handwritten signature in black ink, appearing to read "Forrest Young", written over the typed name and title.

Forrest "Gump" Young
Director, Aviation Officer Assignments

AVIATION CAPTAIN DETAILING MISSION

The PERS 43 Aviation Captain Detailing Staff manages the careers of over 800 active duty aviation Captains and Captain (selects), while developing and implementing talent management initiatives and force management policies. We advise the Commander, Naval Air Forces, Chief of Naval Personnel, Deputy Chief of Naval Personnel and PERS 4 as to your assignments, retirements, and professional education opportunities. Additionally, we facilitate the annual Aviation Major Command Screen Board.

AVIATION CAPTAIN DETAILING RULES OF ENGAGEMENT

The following ROE guides the PERS 43 Captain Assignments Detailing Staff:

- 1. We serve the best interests of our Navy.** We will consider your personal and professional desires but must meet Navy and Joint Force requirements.
- 2. Captains put mission and service first.** Your leadership and operational expertise are needed in critical billets across the globe. You are worldwide deployable and can be called to serve where and when the Navy can best utilize your talents.
- 3. Our Captains will be treated with respect and will receive quality, timely service.** We recognize your many challenging assignments and superior performance throughout your career that have brought you to this point. Your service is valued and we will strive to provide quality and timely service.
- 4. Our actions and decisions should make sense.** There are no “boilerplate” rules for Captain assignments. Assignment options are different for each officer and circumstance. As such, each detail is unique, based on both the individual officer’s and the particular billet’s requirements.
- 5. Our efforts on your behalf must be beyond reproach and in adherence to the MILPERSMAN and Chief of Naval Personnel guidance.** We are committed to ensuring that our detailing practices are above reproach.
- 6. PERS 43 is your detailer and advocate.** Ultimately the PERS 43 Director will make every effort to be available to you should you desire to speak with him directly. At any time, the PERS 43 assistants are available for your visits, emails or phone calls and are ready to assist you with all routine matters.

AVIATION CAPTAIN ASSIGNMENTS

1. Basics of Aviation Captain Assignments: Our top priority as directed by CNP is to man the Fleet. All of our billet demand signals are generated by promotions to Flag, overseas and major command tours, outside Navy requirements (Joint or otherwise), nominative positions, unexpected vacancies, and retirements. Some of these demand signals and available billets come with very short notice and are difficult to predict. This often leads to the misperception that we maintain a separate list of billets available from the list posted on our PERS 43 Captain Assignments webpage. No such list exists. Additionally, we have an inventory to billet demand mismatch that unfortunately favors the billet demand. As such, each Captain or Captain select can expect their detail will face a great deal of scrutiny from the NPC chain of command above the PERS 43 level, and that level of scrutiny is raised even higher for post-Major Commanders (PMCs) with the inclusion of CNAL/CNAF. We give careful consideration to mission and job needs as well as your specific qualifications and career progression. The process may begin well before you are aware of the fact that you are being considered for a particular billet. Because of this you should never try to personally work your own assignment. We do however highly encourage you to call and email us to discuss your assignment options.

2. Personnel Data, Career Information and Available Billets for Fill: You can obtain personal data and career information as well as the latest O6 Billet List via the NPC and BUPERS Online websites. We are available to answer any questions regarding your data that is in the NPC OAIS database (our internal detailing system), to include qualifications and/or subspecialties. Please update us with any changes to your email address and telephone numbers as this is vital should we have emergent information either to pass to you or that we need from you. We request that you provide us electronically with a current biography and official photo at your promotion to O6 and anytime your bio is updated.

Please contact us with questions, personal preferences, location desires, or requests by phone or email. If you call in, a recap email is always appreciated. The O6 Billet list has all billets available regardless of whether we can detail to them or not. There may be a billet available in your preferred location, but we may not be able to assign it to you if that UIC's manning level is achieved and other UICs in the location are undermanned. In times of uncertainty (e.g. COVID, sequestration, budget shortfalls), please be flexible with timing of orders and expect that estimated departure and arrival dates may change.

3. Contacting Your New/Projected Duty Station: You should avoid contacting a new command or organization until your assignment has been vetted through PERS 43. It is understandable that you will be anxious to learn more about the billet upon learning of a proposed detail involving you. However, this could have a negative effect by damaging the negotiations process internal to NPC and may come as a complete surprise to the individual you may be replacing. To avoid potentially embarrassing situations, we ask that you please adhere to this policy. We also ask that you refrain from "job shopping" via the NPC Placement Officers. While a Placement Officer may have a billet they need

to fill at a particular command, it may not be assigned to PERS 43 to fill or it may not be as high of a priority as another billet.

4. Utilization of Captain selects: Once you are selected for Captain, the Commander detailers relinquish their responsibility for managing your career and assignments to the Captain detailers. You can expect one of four events to occur.

1) Continue to serve in your current billet until PRD.

2) Move to an O6 billet in the same command or GEOLOC, either by NPC or as a request from your command.

3) PCS orders when you have met time-on-station requirements. We would contact you as soon as possible to afford you as much time as is available to make the necessary arrangements.

4) PCS earlier as a result of an Administrative Selection Board action, such as selection for Major Command. This also applies to Joint duty.

5. Guaranteed Follow-on Assignments: Volunteering for or being assigned to a high priority, short notice hot fill will be given special consideration for follow on geo-location choice on the successive tour. An example is a GWOT Support Assignment (GSA). If you volunteer for a 12 month boots on ground GSA billet to Iraq/Pakistan/Afghanistan, PERS 43 will strive to make your next assignment to the geo-location of your choosing. Please keep in mind that we must always place you in a valid CAPT billet.

6. Time-on-Station (TOS): Most shore duty assignments are for 36 months and sea duty for 24 months. Overseas tour lengths are determined by OSD policy and instruction. The particular job, location, and command sponsored dependents drive the various tour lengths. However, the dynamics of each individual detail and the fluidity of certain billets may cause your time served in a particular location to vary from the average or even the prescribed tour length. If this occurs and your current command is willing to release you (often with no identified relief), then PERS 43 will initiate a waiver of your TOS requirements. This issue extends to Joint Duty Assignments (JDA) as well.

7. Retainability for PCS Reassignment: In general, we will try to keep you in your current geo-location if you are within 12 months of your mandatory retirement date.

8. Senior War College Education and JPME Phase Two Assignments: There are opportunities for you to attend Naval War College, National Defense University (National War College or Eisenhower School), Army War College, Air War College, International War Colleges and JAWS. Contact us for the available quotas (distributed annually). There are also opportunities to serve as instructors at these institutions. To do so you must have a master's degree and have completed JPME Phase one and in most cases Phase two. There are CNO Navy Chair billets at both NWC and NDU that require the individual nominated to have earned a Masters and completed the requirements for qualification process as a Joint Qualified Officer (JQO). Regarding JPME Phase two quotas, PERS 43 generally is allotted a fixed number of quotas per session. Priority for these quotas is weighted in favor of Aviation Major/Prospective Major Commanders. The Captain Detailers are responsible for maintaining the roster

and quotas. NDU graduate assignments are driven by law, requiring all JQOs and 50 percent plus one of non-JQOs be assigned to joint duty after graduation. The graduates of the other schools will be considered for key assignments, both joint and non-joint.

9. Joint Duty Assignments: Joint billets are considered “counters” as you earn joint credit if the job is included on the Joint Duty Assignment List (JDAL). Joint assignments are normally 36 months in duration with the exception of certain overseas billets (governed by JTR). Expect to serve your full 36 months, however your joint credit will be completed at 24 months. A joint assignment of less than 22 months but greater than 10 months may earn cumulative credit, but in most cases will require that you serve a minimum of 24 months in a subsequent joint assignment. There are two types of joint duty, “joint critical” and “joint duty”. Joint critical billets require you to be a JQO prior to assignment. The Chairman of the Joint Chiefs of Staff may waive this requirement if there are no other qualified JQOs available to fill the billet. Joint duty is open to anyone who meets the paygrade and billet requirements.

10. Washington, D.C. Assignments: Your skills and experience as a Captain may require you to be detailed to a billet on the OPNAV staff or another major D.C. staff. Due to the number of billets in the area, an additional follow-on tour is a possibility.

11. NROTC Unit Commanding Officers: If you would like to be considered, please discuss your choices and timing with the Assistant Captain Detailers. The NROTC CO selection board is held in the fall, internal to PERS 43. The number and location of these much sought after billets varies yearly and are determined by NSTC. They are distributed to NPC in late winter/early spring of the current year for the following year (for example, in April of 2020, PERS 43 was given the billets available for the 2021 assignments). Board selection guidance and available schools are posted on the Captain Assignments NPC page. Each institution has its own acceptance criteria for nominations and often your GPA will be critical. Expect to submit at a minimum your undergraduate and graduate transcripts. Following selection by the board for an ROTC unit, you can expect to be interviewed by the university and asked to provide letters of recommendation prior to acceptance. The tour length is 36 months and you are expected you to serve the duration. This is due to the lengthy nomination process and a strong desire of the universities involved to have a stable, longer term commitment as the Professor of Naval Science billet impacts their accreditation.

12. Attaché Assignments: The Navy fills a number of Defense/Naval attaché billets every year. If you are interested in this duty please contact the Assistant Captain Detailers for release to apply. Inventory limitations dictate that PERS 43 will normally not release an officer to attaché assignment until first completing an assignment in grade, usually the O6 Sea Duty tour. Exceptions are sometimes made for aviation specific attaché assignments in austere locations. You will typically need to apply two years out due to the lengthy training track but PERS 43 will normally only release you to start attaché training at your PRD.

13. NAVAIR Billets and Major Acquisition Program Manager Selection:

NAVADMIN 165/09 outlines the establishment of the career path designed to develop a select group of Aviation Acquisition Corps (AC) Unrestricted Line (URL) officers to achieve statutory requirements for Major Program Management (MPM) selection while remaining competitive for sequential Major Acquisition Command. Development of officers to serve in MPM positions requires a minimum of 48 months and up to 96 months of experience in acquisition coded or related billets and proactive post command career management. Please refer to the NAVADMIN for additional details.

14. Aviation Major Command Screen Board (AMCSB): The AMCSB is convened in October or November of each year. If you are eligible, you can expect to be contacted by a PERS 43 representative to inquire about complete record continuity, qualifications, letters to the board, and contact information. If you have not heard from us at least four weeks prior to the convening of the board, please contact the Assistant Captain Detailers. Individuals not selected after their last look can expect to be contacted by a board member prior to posting of the results on the PERS 43 webpage. You are entitled to and are encouraged to seek counseling from PERS 43 should you not be selected. A lessons learned brief from each board is generally published within two months of conclusion of the board.

If selected for Major Command, the slating process is initiated immediately following the board and generally is complete in six weeks. PERS 43 will contact you to discuss slating timeline, command selected for, expected training track prior to command and timing for your departure from your current duty assignment. Every slating situation is unique and comes with its own set of challenges. Your patience with the process is greatly appreciated.

15. Frocking to Captain: Under certain circumstances, an officer selected for promotion to Captain may be authorized to wear O-6 rank prior to the actual promotion date. Requests for frocking may be made by referencing SECNAVINST 1420.2. You must be assigned to a billet of frocked grade and must not be already serving in the position for which frocking is being requested.

16. Retirements: All Captains must retire by the first day of the month following completion of 30 years of commissioned service. You may request to voluntarily retire provided you have completed all active duty service commitments, including any agreements to remain on active duty (GREMAIN) for education received at government expense, permanent change of station time on station (TOS), GI Bill commitments, and the three year time in grade commitment after accepting promotion to Captain. Anyone considering a retirement request should be familiar with the MILPERSMAN 1810-020 and should reference it when requesting retirement. General guidelines are that if you desire to retire prior to your PRD and all of the above obligations are met, ***then submit your request nine to twelve months prior to requested retirement date.*** If you are planning to retire at PRD, ***requests to do so must to be submitted prior to six months from PRD.*** Once inside of six months from your PRD you are considered eligible for assignment. Please keep in mind that any terminal leave and/or permissive

TDY are at the discretion of your current commander. Your relief will likely not arrive prior to the start of your terminal leave and/or permissive TDY if taken prior to your PRD. All retirement requests must be submitted through NSIPS. PERS 835 is your detailer for retirement orders, but if you need any assistance or have a change of plans, please feel free to contact the Captain Detailers.

17. Time in Grade and Waiver Requests: Title 10, United States Code (USC) prescribes strength and grade authorizations, promotion list components, promotion procedures, and separation procedures resulting in non-selection. The statutory requirements of Title 10 USC have been promulgated through regulatory, directive and policy means in the establishment and administration of the promotion system. When you accept promotion to Captain, you are expected to fulfill a three year time in grade commitment prior to requesting retirement in accordance with DOD Instruction 1320.13. There is a waiver process available to you if you desire to retire prior to reaching three years in grade. However, current policy is such that requests will not normally be approved in all but exceptional circumstances (NAVADMIN 288/17).

18. Administrative and Statutory Board Membership: PERS 43 is responsible for providing officers for almost all of the 200 selection boards held each fiscal year. Please let the Captain Detailers know when you are available to serve as a board member as your participation is critical to this process. We will send you a nomination sheet electronically and when you return it, we will forward your name to Executive Services and the Selection Boards Support Branch for processing. Executive Services will take the lead for funding, lodging, travel arrangements and travel claims processing from that point. Once you have committed to a particular board, it is nearly impossible to release you from it except in extreme cases. If you are asked to be a board member, make every possible effort to be available.

19. Records: PERS 43 strives to administratively review the records of eligible officers up for their next career milestone. Having said that, you are responsible for your record and we encourage you to ensure you have FITREP continuity and your record is complete prior to all boards by utilizing the Web Enabled Record Review available by logging into your BOL account. Please bear in mind the difference between admin boards and statutory boards and recognize that PERS 43 does not have the ability to review records for statutory boards.