

CY20 COMMANDER / O-5 DETAILING CYCLE

The following provides a compilation of useful information, insight, guidance, and thoughts you should consider as part of the O-5 detailing process. The intent of the information is to inform and, to some degree, clarify preconceived ideas. Although lengthy, I strongly recommend you read through it and use it as a reference.

The O-5 Detailing Process - Overall

First and foremost, detailing within the Supply Corps is a fair and effective process. It is a process whereby senior leadership (both inside and outside of gaining commands), mentors, the individual, and the OP team are involved – decisions are not unilateral. You should recognize that balancing the detailing triad (“Needs of the Navy,” “Personal Needs,” and “Professional Needs”) can and often present challenges and friction. Good communication and full transparency are critical to coming to solutions that satisfy these “needs.”

Unlike O-4 and below detailing, O-5 (and O-6) detailing is not necessarily Projected Rotation Date (PRD) driven. Detailing is primarily done in the summer by calendar year (CY) to achieve the right “fit” (i.e., match between officer and billet). The promulgated billet list includes all projected O-5 billets rolling in the given CY (JAN-DEC). As such, you should consider every billet as “possible” and not exclude billets based on PRDs. Thus, “when” you will roll depends on a sequence (“daisy chain”) of personnel moves — who is relieving you, who you are relieving, where the person you relieve is going, and so on. That being said, there are (at times) “hard” dates which will anchor or drive the daisy chain timing (i.e., GSA starts/returns, retirements, change of command, Senior SODHC, ICAF/War College starts/graduations, etc.). Joint jobs tend to anchor daisy chains given 24-month Joint tour requirements and difficulty in obtaining Joint Tour Length Waivers (JTLWs).

The O-5 Detailing Process – Billet List and Preferences

BLUF: Know your priorities, seek advice, communicate, be flexible, and be pragmatic.

The O-5 detailing cycle begins once OP releases the billet list and collects your preferences.

***** NOTE: If you have one of these sub-specialties (1306, 1307 or 3111) and/or one of the following AQDs (AC3, AK3, AL3), please ensure your preferences include at least one billet in your subspecialty area and one billet with a corresponding AQD (ACC=AC3, AKC=AK3, ALC=AL3). *****

Specific to preferences, the most effective strategy is to submit five to seven billet preferences, in priority order, and the rationale for your selection(s). Knowing and understanding your priorities is essential to OP effectively representing your equities during the process — “I want the best and toughest job I can get, regardless of location”...or...“I want to stay in Location X even if it requires going to a job that does not maximize my chances for promotion”...are examples of sound and honest rationale helpful to the process. In contrast, “I want a good job that will keep me competitive, but it has to be in Location Y”...or...“I want this job and only this job” are more fragile, tenuous, or less-than-helpful examples.

Strongly recommended — seek advice from multiple professional and personal sources, recognizing that advice will vary. Process it all and apply it to your individual circumstances and goals. Further, ensure you consider and discuss with your family the disciplined detailing precepts as articulated during the OP Road Shows — Mobility, Deployability, and Serve-to-PRD. These are presumptions and expectations which need to be part of your thought process.

Although e-mail is the best way to document preferences (initial and changes) and the detailing dialogue in general, calling and discussing your preferences is also highly recommended and beneficial. So *call*...discuss what you want and why, and be receptive to advice, ideas, options, etc. Remember, constructive dialogue improves the decision making process; a phone call provides a good mechanism for back and forth discussion and strategizing. Following the phone call, send an email that summarizes what was said...by both parties. Feedback is critical to effective communication — which, again, is critical to an effective detail — and a follow-up e-mail(s) help to ensure both parties accurately understand the conversation.

The O-5 Detailing Process – Post-Preferences

BLUF: Networking, professional reputation, and personal initiative matter in O-5 detailing.

What is the decision process for who gets what job? The short answer is we work closely with gaining commands to get the best fit. OP only sends Officer Data Cards (ODCs) for qualified/interested officers (based on preferences) to prospective gaining commands when requested. We then work with them to identify the best candidates to fill the available billets. It is a dynamic process whereby we attempt to find the optimal solution that meets the detailing triangle — “Needs of the Navy” (championed by the gaining command) and the “Professional” and “Personal” needs (as championed by the detailer). Once the gaining command and detailing team agree on the selection(s), either the gaining command and/or detailing team will notify the selected officer(s), and names/commands will be added to the next “draft” orders announcement. The draft orders announcements (which occur regularly throughout the summer and fall) are reviewed and approved by the Chief and then released by NAVSUP’s Officer of Corporate Communications.

We recognize that there are certain billets which are high value — where numerous individuals have placed a billet(s) on their preference list as #1 (high demand + low supply = high value). So remember, we provide prospective commands **ODCs only** — this is policy and is a rule to protect you, the service member. Accordingly, as you plan out your CY detailing strategy I highly recommend you personally contact commands of interest. Should the gaining command request and you agree to provide your bio, Performance Summary Record (PSR), OSR, or ODC, ensure all Personally Identifiable Information (PII) is redacted/removed. Simply calling and introducing yourself, communicating your interest(s) and why you think you are a good fit “can” measurably improve your chances of being selected for a position. It also helps to provide them with “references.” By “references,” I mean the names of senior officers or mentors who can attest to your performance and suitability for a given position. This type of personal touch and proactive interaction with potential gaining commands can improve your odds of competing well for an assignment.

Key dates and timelines:

- **May – Jun:** We begin working priority details (i.e., GSAs, hard sub-specialty (ACC, AKC, ALC), overseas, Joint, etc.) to ensure that “the needs of the Navy” are met.
- **Late Jun:** Commander Operational/Command Ashore board results are released. Notifications will be made to those officers who can expect to go to an operational/command assignment in the CY.
- **Jun – Jul:** O-5 results will be released. If an officer fails to select (FOS) and is currently being detailed as an O-5, they will be contacted and will possibly be detailed at the O-4 desk instead. We send slates to 4 star commands, 3 star commands, 2 star commands, 1 star commands and O-6 commands in cascading order.
- **Sep – Oct:** Most will have a verbal or email commitment on their next assignment. For those who do not, things will happen more quickly at this point...so your communication with the OP team is vital. As you can imagine, there are some billets that very few officers (possibly none) place on their preferences. As the cycle moves into the Fall, those individuals not selected for

their first, second, or third choices need to alter and update preferences to match the remaining billets. At this point, needs of the Navy will start to take precedence.

- **Oct – Dec:** Concerted focus on daisy chains and meeting turnover, training, leave, move, etc., requirements to derive detach and report dates. This is a very difficult and potentially contentious time as there are numerous variables and oftentimes misalignments will drive a negotiation process between gaining and losing commands. Once stakeholders (“gatekeepers”) agree on detach and report dates for all officers in a particular daisy chain, we will then draft orders. Depending on the fiscal situation for both PCS and training (OM&N), you should expect to see hard copy orders approximately 6 months prior to detaching. There are numerous variables that determine how quickly orders are actually released, so please be patient.

The O-5 Detailing Process – Key Considerations

Retirement (MILPERSMAN 1810-020). Please let us know ASAP if you are thinking about or planning to retire in CY19. Retirement is a significant and personal decision...however, it is also a decision that impacts the detailing process and others. The number of possible retirements is one of the first analytical requirements as part of a given CY detailing cycle. If retirements are “high” in a given year, we may be short O-5s which could create billet gaps. If retirements are “low,” we have better distributable inventory and generally more flexibility. Regardless, detailing decisions are made early in the process based on the projected number of retirements — the goal is to have a good estimate on the number of CY O-5 retirements by early June. Subsequent decisions are only as good as the information on which they are based — the earlier we understand the “retirement variable,” the better positioned we are to manage the process based on projections.

Additional information regarding retirements may be found using the following link:
<http://www.public.navy.mil/bupers-npc/career/retirement/OfficerRetirements/Pages/default.aspx>

Extensions (MPM 1301-104). As with retirements, if your command is considering an extension for you, let us know ASAP. Extensions are decisions which impact the detailing cycle as billets are advertised based on an incumbent’s PRD/planning. Once the billet list is promulgated, other officers are setting priorities and making decisions based on the information available at the time. Therefore, we must be certain that your billet is available as part of the CY list. Until a command-endorsed PRD extension request is received and approved by SUP OP, you and your billet remain a CY roller.

Global Support Assignments (GSAs). GSAs remain top priority fills given the direct support to theaters with ongoing combat or theater security operations. If you have previously not completed a GSA/IA (918 or 919 AQD), you are a GSA candidate. As further incentive given the potential personal/family sacrifice, we work GSA follow-on orders ahead/outside of normal detailing cycle windows.

Specific to GSAs, OP makes every effort to detail GSA volunteers to their choice of follow-on orders. Historically GSA volunteers received their first choice in follow-on assignment — meaning orders to a job staying in a particular geographic area or a “top-tier” job to maximize their potential for Commander Operational/Command Ashore selection and/or promotion to O-6. Focusing your post-GSA detail on a “top tier” assignment is a steeper slope to climb than “geographic stability.” “Top-tier” assignments at the O-5 level are carefully managed and volunteering for a GSA does not necessarily guarantee you a “top-tier” assignment — in particular if your cumulative “body of work” and professional reputation do not warrant the assignment. We still must meet the “good fit” rule. However, volunteering for a GSA will entitle you to preferred detailing and we are committed to getting you the best post-GSA assignment possible.

Joint Professional Military Education (JPME). JPME I is a must for upward career mobility, in particular to be eligible for Commander Operational/Command Ashore board screen. If you want to

be considered for a competitive assignment and do not have JPME I, get it. JPME II opportunities are **limited** and we prioritize who gets these opportunities by paygrade and Title 10 Joint outplacement requirements (MPM 1301-904). Officers currently serving in or enroute to a Joint assignment have priority over those not in Joint assignments. Opportunities for JPME II are as follows:

- Joint and Combined Warfighting School (JCWS): JPME I is a firm pre-requisite. **At present we have (1) quota in each of the four (4), 10-week classes in Norfolk for a total of 4 seats per year. Courses convene in January, April, June, and September.** Rank and Joint status are primary variables for prioritizing who gets JCWS quotas. We maintain alternate/wait lists for each convening to maximize our chances of getting extra seats should they become available. Time away from current assignment and funding are also key variables, but be sure to let us know if you desire JPME II and we will: 1) add you to the “wait list” and 2) work with you to get a seat based on your priority, schedule, funding, and outplacement requirements.
- The Eisenhower School (formerly Industrial College of the Armed Forces (ICAF)): The Supply Corps typically has four (4) seats per year at The Eisenhower School. JPME I is a firm pre-requisite and although Operational/Command Ashore selected O-5s have priority, all upwardly mobile and competitive O-5s are eligible. If you are interested in attending The Eisenhower School, ensure you include it on your preferences.
- Navy and Army War Colleges: JPME I is a firm pre-requisite. Navy and Army War Colleges confer both JPME II and a Master’s Degree. Typically there is one (1) Navy War College (Newport, RI) quota and one (1) Army War College (Carlisle, PA) quota available on CY billet lists. There is no Joint outplacement requirement for these Senior Service College opportunities, but many graduates opt to pursue a follow-on Joint tour. To attend the Army War College, you must be wearing O-5 (frocking is an option); the Navy War College accepts O-5 selects and above and does not require officers to be frocked.

Joint: A joint tour is not an alternative path to O-6, but presents a quality tour option allowing you to utilize existing skills and/or gain new ones. If you desire a Joint assignment, list it as a preference — do not assume that you can’t get one if you are not an Operational/Command Ashore select. Technically, JPME I is not a requirement for Joint billets (JD1); however, for most Joint commands it is and increases your marketability. Other Joint considerations:

- Joint Tour Length:

Changes to joint tours are described in Directive-Type Memorandum (DTM) 17-005, which reflect changes to the DOD Joint Officer Management Program outlined in the FY17 National Defense Authorization Act (NDAA). Significant changes are as follows:

- The requirement for services to maintain a 36-month Joint tour assignment average is eliminated.
- An officer serving in a Standard Joint Duty Assignment (SJDA) will be eligible for full joint duty credit after 24 months of service in a joint billet.
- Services are still authorized to award constructive credit to an officer who, for reasons of military necessity is reassigned from an SJDA within 60 days of meeting the 24 month joint tour length.

The normal SJDA assignment tour length will remain 36 months, or as stipulated in the JTR Appendix (Q). The requirements to become a Joint Qualified Officer (JQO) remain unchanged (JPME I, JPME II, and a full joint tour or 24 SJDA/EJDA points).

- **Multiple Joint Assignments:** There is no prohibition to more than one Joint tour; however, we will work to ensure that officers who have not completed a Joint tour are given the opportunity to do so. Additionally, there are intangible “risks” to being outside the Navy for extended periods.
- **Joint Experience Self-nomination:** In addition to serving in a Joint (JD1) billet, Joint tour credit may be granted through the self-nomination process. Historically, some GSA/IA experiences qualified for self-nomination and for most there is a 3-to-1 “intensity” factor applied (12 months in the CENTCOM AOR equals 36 months Joint full-tour credit). Similarly, participation in Joint exercises may also qualify for Joint credit.

Additional information regarding Joint tours and requirements may be found using the following:
<http://www.public.navy.mil/bupers-npc/officer/Detailing/jointofficer/Pages/default.aspx>

Subspecialties (SUBSPECS) and Additional Qualification Designators (AQDs). SUBSPECS and AQDs identify specific skill sets required for a given billet. Although relatively straight forward, the following provides some amplifying information:

- **Coding is Correct and Binding:** The billet requires a special skill set; however, some SUBSPECS are more binding than others such as contracting (1306), fuel (1307), and comptroller/BFM (3111). In general, if these SUBSPEC requirements appear on a billet you need the SUBSPEC (experience and/or education) to be considered/selected for the billet.
- **Coding is Correct but “Negotiable”:** Some SUBSPECS tend to be less “binding” such as 1301, 1302, 1304, 3121, etc. If you are interested in one of these billets, but do not have the required SUBSPEC, include it in your preferences. The gaining command has the final say as to an officer being qualified/acceptable for the billet.
- **Coding is Incorrect:** Gaining commands and their ISIC/BSO own the coding for specific billets. At times billets are moved or re-tasked, but the coding is not updated. If a billet you are interested in has a SUBSPEC that you do not hold, it may be worth asking whether or not the coding is correct and/or a firm prerequisite.
- **AQDs that start with “A” and end in “C”:** These are Acquisition Critical billets and qualification requirements are strictly enforced — specifically, you must be a Defense Acquisition Corps member (AQD=APM) and DAWIA Level III certified (waiverable to Level II in some cases) in the discipline specified (C=contracts, K=BFM, L=Logistics).

Overseas: With 12 percent of Supply Corps 3100 billets located overseas, it is reasonable to anticipate Supply Corps Officers will have at least one overseas tour during a career. Although overseas tours can, at times, present challenges with respect to cultural differences, school age children, and spouse employment, these tours are most often both professionally and personally rewarding.

Exceptional Family Member (EFM) and Spouse Co-Location: If you have a military spouse and/or have a dependent enrolled in the EFM program, please provide these considerations up front. Both factors are given strong consideration in the detailing process. For those with EFM dependents, **ensure your EFM status is up to date** to avoid potential delays with your orders process.