

MILPERSMAN 1306-412

NEW CONSTRUCTION, OVERHAUL (OVHL), DEPOT MODERNIZATION PERIOD (DMP), CONVERSION, DEACTIVATION, OR DECOMMISSIONING (DECOM)

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References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (b) DoD 7000.14-R, Financial Management Regulations, Military Pay Policy and Procedures-Active Duty and Reserve Pay, Volume 7A (c) COMSUBLANT/COMSUBPACINST 1306.1B
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1. Policy

a. Members will be ordered to crews of nuclear-powered submarines under construction and to ship, submersible, ballistic, nuclear (SSBNs) undergoing overhaul (OVHL) in two or more discrete increments.

b. Certain crew members of submarines under construction or OVHL should be stabilized to ensure the submarine commences the construction or OVHL with an adequate number of members who will remain on board throughout the shipyard period and a reasonable period thereafter to provide necessary continuity and a training base for members reporting later in the construction or OVHL period. Members who are stabilized will commence rotation off the ship per the following schedule:

(1) **Ship, Submersible, Nuclear (SSN) New Construction:** Twelve months after commissioning date.

(2) **SSBN Trident New Construction:** Eighteen months after commissioning date.

(3) **SSN OVHL:** Twelve months after OVHL completion.

(4) **SSBN (All) OVHL:** Thirteen months after OVHL completion.

2. **References.** Commanding officers (COs) and executive officers of new construction, OVHL, depot modernization period (DMP), conversion, deactivation, or decommissioning (DECOM) units should review this article for specific requirements. The following additional references should also be reviewed:

Topic	Reference
Member's travel and or per diem	Reference (a), volume 1, chapters 4 & 5
Family member(s) travel	Reference (a), volume 1, chapter 5, part C
Transportation of household goods	Reference (a), volume 1, chapter 5, part D
Dislocation allowance	Reference (a), volume 1, chapter 5, part G
Trailer allowance	Reference (a), volume 1, chapter 5, part F
Family separation allowance	Reference (b), volume 7A, part 3
Manning requirements	Reference (c)

3. **Manning Procedures for New Construction Submarines.** Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignments Branch (PERS-403) will exercise assignment and manning control for all enlisted manning requirements, with the exception of non-designated seaman (SN) and fireman (FN), until manning control is shifted to NAVPERSCOM, Enlisted Placement Management Branch (PERS-4013) at commissioning. Thereafter, manning requirements will be handled in the normal fashion by the designated manning control authority (MCA).

a. **Filling Requirements.** Enlisted manning requirements for new construction submarines will be filled by volunteers and other eligible members who become available for assignment from sea or shore activities in the appropriate time frame.

b. **Nominating Additional Members.** When these sources are exhausted, the gaining MCA will be required to nominate additional members from the MCA's assets to complete the manning. NAVPERSCOM (PERS-403) will issue a modified personnel deficiency report to NAVPERSCOM (PERS-4013) with a copy to the

gaining MCA, type commander (TYCOM), and present immediate superior in command (ISIC).

c. **Screening.** All rated members and designated SN and FN volunteers or nominees for assignment to new construction submarines will be screened per this article and approved by NAVPERSCOM (PERS-403) prior to issuance of orders.

d. **NAVPERSCOM (PERS-4013) Responsibility.** NAVPERSCOM (PERS-4013) will ascertain eligibility and issue assignment directives for non-designated SN and FN.

e. **Control Arrival at Submarines.** To provide for efficient utilization of critical, highly trained and skilled manpower, NAVPERSCOM (PERS-403) will ensure that members do not arrive at the submarines significantly earlier than when they can be effectively utilized.

f. **Modify Manning Directives.** The status of the submarines will be monitored by NAVPERSCOM (PERS-403), and manning directives will be modified as dictated by changes in the construction schedule.

g. **Issue Manning Directives.** To provide timely manning for submarines, NAVPERSCOM (PERS-403) will issue manning directives to NAVPERSCOM (PERS-4013) per the following schedule:

(1) **Twelve Months Prior to First Increment Manning Date.** NAVPERSCOM (PERS-403), along with submarine TYCOMs, will issue manning directives for new construction submarines to the MCA and NAVPERSCOM (PERS-4013).

(2) **Nine Months Prior to Reporting Date for Each Increment.** NAVPERSCOM (PERS-4013) will ensure manning requirements reflect in the personnel requisition.

(3) **Six Months Prior to the Reporting Date for Each Increment.** NAVPERSCOM (PERS-403) will identify all members who have been approved for assignment. Should NAVPERSCOM (PERS-403) exhaust all options to identify qualified members to meet requirements, NAVPERSCOM (PERS-4013) will be tasked to initiate action to obtain additional qualified members to fill remaining requirements.

(4) **Four Months Prior to the Reporting Date for Each Increment.** NAVPERSCOM (PERS-403) will issue assignment

directives for members who have been approved for assignment utilizing requisition numbers from the personnel requisition.

(5) Thereafter, assignment directives will be issued as additional members are identified.

(6) When manning the precommissioning unit is complete, in conjunction with the commissioning of the submarine, NAVPERSCOM (PERS-403) will notify (PERS-4013,) and the MCA will be shifted to the respective fleet commander effective upon the date of commissioning.

4. **Engineering Department Manning**

a. The first increment engineering department allowance of each new construction nuclear submarine will be filled with a majority of sea-experienced nuclear propulsion plant operators.

b. The reporting date for these members is keyed to propulsion plant construction events. The remaining nuclear propulsion plant operators will report at a later increment date.

5. **Members Approaching Fleet Reserve Eligibility.** Members with more than 17 years active service (as of their tentative reporting date to a new construction submarine) who are volunteers for this duty must be required to execute the following (permanent or temporary) NAVPERS 1070/613 Administrative Remarks entry within the Navy Standard Integrated Personnel System electronic service record, and forward a copy with their request for this duty:

"If selected for new construction submarine duty in a ship with a reporting date of _____, I agree to remain on active duty until 12 months (18 months for a Trident submarine) subsequent to the commissioning date of the submarine to which I am assigned."

Member's Signature

Witnessed: _____
C. J. WIRTZ
LCDR, USN, Personnel Officer

6. **Establishing or Adjusting Projected Rotation Dates (PRD).**

While every command should establish a comprehensive PRD management plan, the following guidelines are provided:

a. **New Construction Submarines.** Members must understand they will be required to remain ordered to crews of nuclear powered submarines under construction on board for the following:

(1) **SSN New Construction:** Twelve months after commissioning.

(2) **SSBN New Construction:** Eighteen months after commissioning.

b. **OVHL, DMP, and Conversion Submarines**

(1) Members ordered to a submarine undergoing OVHL, DMP, or conversion will normally be assigned for at least 24 months.

(2) PRDs should thereafter be adjusted to reflect at least 12 months on board after completion for an SSN and 13 months after completion for an SSBN.

(3) Since a submarine may be delayed in construction or completing a shipyard period, COs should establish a department or division rotational plan to ensure an equitable portion of the crew rotates at any one time during and after the shipyard period.

c. As discussed further in this article, the CO will submit a letter to NAVPERSCOM (PERS-403) with an enclosure to include a personnel manning status which will recommend PRDs for all enlisted members attached to the unit. The forwarding cover letter should contain the "in service" date.

7. **Submission of Requests by Nuclear-Trained Members for Assignment to New Construction Submarines.** Except for a small number of prototype graduates ordered directly to new construction duty, nuclear-trained members must complete at least 12 months in an operational nuclear billet prior to being ordered to new construction duty.

a. Members who are sea-experienced should have qualified for watch stations which are commensurate with their rate and Navy enlisted classification (NEC).

b. In addition to meeting the minimum requirements for new construction set forth in this article, nominations will be reviewed in light of the billet for which recommended and the records of members already accepted for that billet.

c. Normally, members awaiting a Selective Training and Reenlistment (STAR) or other reenlistment benefit will not receive that benefit until at least 12 months after commissioning (18 months for SSBNs).

d. Obligated service (OBLISERV) requirements associated with a particular benefit must still be met when the member ultimately resubmits a request for the benefit that was previously guaranteed as a reenlistment incentive.

e. COs are requested to furnish NAVPERSCOM with the following information with respect to each nominee:

(1) Extent of watch qualifications attained.

(2) Certified copies of the last two evaluations on NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1/E-6).

(3) Whether STAR or other reenlistment benefit is pending and whether candidate is willing to defer it (if applicable).

8. **Submission of Requests from Non-Nuclear-Trained Members for Assignment to New Construction Submarines.** Petty officers and designated strikers who meet the qualifications of this article may submit their requests using NAVPERS 1306/7 Enlisted Personnel Action Request to NAVPERSCOM (PERS-403). Requests from non-designated SN and FN members must be forwarded to NAVPERSCOM (PERS-403) via the CO. In the requested action section, insert "NEW CONSTRUCTION SUBMARINES." A non-career applicant must indicate his willingness to extend his enlistment or reenlist (if necessary) to obtain the **required OBLISERV of 24 months or meet OBLISERV required by this article, whichever is longer.** When extensions are executed, insert the following in the reason block of NAVPERS 1070/621 Agreement to Extend Enlistment: **"New Construction Manning."**

a. **Previous Assignment Benefits**

(1) Members awaiting STAR or reenlistment assignment benefits must indicate in writing they are willing to waive or delay such assignment benefits until they have been onboard 12 months after commissioning or 18 months for Trident submarines.

(2) OBLISERV requirements associated with a particular benefit must be met when the member ultimately resubmits a request for the benefits, which were previously guaranteed as a STAR and other reenlistment incentive.

b. **Additional Information on Requests.** In the CO's comments and recommendations section of NAVPERS 1306/7, the CO must provide complete information on the items listed below plus any other relevant comments desired:

(1) Security clearance.

(2) Special training (service schools attended and completion dates of each).

(3) Extent of watch qualifications attained.

9. **Training En Route to New Construction Crews**

a. **Categories.** En route training requirements for members assigned to the precommissioning crew of a submarine completing construction are classified in distinct categories as follows:

(1) **NEC Training:** Courses of instruction that assign a specific NEC upon completion of training which is required to meet the skill requirements specified in the unit's manpower authorization.

(2) **Factory Training:** Courses of instruction on maintenance and operation of new systems and equipment which are taught only by contractor personnel and which may or may not yield an NEC upon completion. Members will only receive this training en route if class convening dates are available prior to increment manning dates.

(3) **Precommissioning Training:** Non-NEC producing courses of instruction available at fleet training centers (FTCs) which are required to meet designated TYCOM requirements; such as firefighting, damage control, refresher training, personnel qualification standards, and human resource management.

(4) **Non-NEC Producing Maintenance, Operator, and Team Training:** Courses of instruction on maintenance and operation of systems and equipment which are taught in Navy FTCs and do not assign the member an NEC upon completion of training.

b. **Assignment to En Route Training Pipeline.** To ensure effective management of permanent change of station (PCS) funds (military personnel, Navy), temporary duty under instruction (TEMDUINS) funds (training less than 20 weeks), and per diem funds (operations and maintenance, Navy), the following pertains to the assignment of members to the en route training pipeline:

(1) NAVPERSCOM assumes the responsibility for primary NEC training and factory training for equipment and systems to be installed on new construction submarines. With the exception of nuclear-power-trained members, some civilian factory training class convening dates are not available prior to established increment manning dates. Rather than gap those billets, NAVPERSCOM (PERS-403) will directly transfer the member to the new construction submarine, and the member will attend that training on a temporary additional duty (TAD) basis. Precommissioning units should closely monitor and liaise with their TYCOM and ISIC to ensure those members receive training as soon as practical.

(2) NAVPERSCOM (PERS-403) will not normally include non-NEC producing maintenance, operator, and team training TEMDUINS assignments in PCS orders. It is assumed this training will be accomplished on a TAD basis (funded by appropriate TYCOM or warfare sponsor) after member's arrival at the permanent duty station; however, in the case of submarines completing construction, non-NEC producing operator and maintenance training may be provided for members assigned to precommissioning crews on an individual case basis. This will be done if it can be reasonably determined that the member concerned has not previously had this training or received on-the-job instruction in these systems.

10. Qualifications to be Met Prior to Transfer to New Construction

a. **Disciplinary Record.** The transferring command will conduct a records review of enlisted members ordered to ships under construction to ensure no prior conviction by court-martial or nonjudicial punishment, and no civil violation other than minor traffic offenses for the previous 12 months.

b. **Minimum Requirements.** The following minimum requirements must be met:

(1) No indebtedness problem of a serious or chronic nature (i.e., the receipt of more than one letter regarding a delinquent account).

(2) No history of instability or serious health problems of a probable recurrent nature during the past 12 months.

(3) No evaluation or fitness report mark below 3.0 in any category for the past 12 months.

(4) For members who have received significant training en route to a new construction unit, a minor deviation from the above standards while undergoing training will not normally result in cancellation of orders to the new construction ship.

c. **OBLISERV.** COs must notify NAVPERSCOM (PERS-403), within 10 days of receipt of the assignment directive, if the member does not desire to acquire OBLISERV for such assignment.

d. **Disqualification.** If a member fails to meet any of the above minimum requirements, COs must notify the appropriate assignment control authority (ACA) and NAVPERSCOM (PERS-403) within 10 days of receipt of the assignment directive of the specific disqualifying factors and hold the assignment directive in abeyance pending direction from the ACA.

e. **Disqualification Waivers**

(1) A waiver of disqualifying criteria may be requested from the appropriate ACA, if recommended by the CO.

(2) In other cases where critical skill areas are involved, the ACA may waive disqualifying criteria.

11. **Procedures for Splitting New Construction SSBN Crews.**

The following procedures will be followed in determining the split of the new construction crew members for assignment of either **blue** or **gold** crews upon commissioning of the submarine.

a. **Unique Situations.** While each member assigned to a new construction SSBN is issued orders to a certain crew, there may develop situations that require moving a few members to the other crew.

b. **Six Months Prior to Scheduled Commissioning of an SSBN.** Both COs will ensure the following is received by NAVPERSCOM (PERS-403):

(1) **Forward Letter.** An SSBN manning letter using the format contained in exhibit 1 for both blue and gold crews. This letter must be forwarded via the submarine group (SUBGRU) Commander and NAVPERSCOM (PERS-4013) with a copy to the parent TYCOM.

(2) **Recommend PRD.** A PRD will be recommended for each member assigned. Equitable distribution of members between both crews by pay grades and experience must be considered. Three principal assignment constraints should be observed in the recommendation of PRDs:

(a) Members must have completed a minimum 24-month activity tour.

(b) PRDs must conform to the patrol schedule (PRD month in which the 15th day subsequent to exchange of command date falls).

(c) Recommended PRD may not exceed the maximum sea tour (5 years), unless the affected member has signed NAVPERS 1070/613 entry volunteering to extend his sea tour (as required).

c. **Issue Orders.** PCS orders will be issued by NAVPERSCOM (PERS-403) for every enlisted member assigned prior to commissioning of the SSBN.

d. **Moving Members and Families.** Trident submarines **will not** move members and families from new construction location to established homeport on "homeport change certificates."

12. **Procedures for New Construction SSN Crews.** The following action will be completed by the CO of new construction SSNs.

a. **Six Months Prior to the Scheduled Commissioning of an SSN.** The CO will ensure the SSN manning letter, using the format in exhibit 1, is forwarded to NAVPERSCOM (PERS-403) via the parent ISIC and NAVPERSCOM (PERS-4013). The ISIC should ensure a copy is forwarded to the parent SUBGRU and TYCOM at that time.

b. **Recommend PRD.** A PRD will be recommended for each member assigned utilizing the following three principal assignment constraints:

(1) Members must have completed a minimum of 24 months.

(2) PRDs should support the ship's schedule as known at that time.

(3) Recommended PRD may not exceed the maximum sea tour (5 years), unless the affected member has signed NAVPERS 1070/613 entry volunteering to extend his sea tour (as required).

c. **Two Months Prior to the Scheduled Commissioning of the SSN.** The following actions should occur:

(1) NAVPERSCOM will reply to the SSN manning letter. Included in this reply will be PRD adjustments and deviations with an explanation, should a requested PRD be disapproved.

(2) PCS orders will be issued by NAVPERSCOM (PERS-403) for every enlisted member assigned prior to commissioning of the SSN.

13. **Special Procedures for SSN OVHL and DMP.** To the maximum extent possible, members selected for assignment to an SSN OVHL or DMP should have sufficient OBLISERV to complete the shipyard period, plus 12 months thereafter.

a. **Rotate Personnel.** The CO of the OVHL or DMP period should plan to rotate some members during the shipyard period to avoid high personnel turnover at the completion of the OVHL or DMP.

b. **Pending STAR and Selective Conversion and Reenlistment (SCORE) Benefits.** Members with pending STAR and SCORE benefits should not be assigned to OVHL and DMP if such assignment will cause an undue delay in receiving their benefits and the members are unwilling to accept such a delay.

c. **Fifteen Months Prior to the DMP or 13 Months Prior to the OVHL Commencement Date.** The following actions should occur:

(1) TYCOM should request augment billets be assigned to the unit by the MCA.

(2) NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect the detailee's 9-month requisitions.

d. **Six Months Prior to the OVHL or DMP Commencement Date.** SSN CO must ensure a letter recommending OVHL and DMP crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU commander and NAVPERSCOM (PERS-4013) with a copy to the parent TYCOM.

(1) As an enclosure to this letter, use exhibit 1 that will list every billet, including the additional OVHL and DMP augment billets listed in reference (c).

(2) When submitting this letter, nominate non-selectees for a pre-OVHL and DMP PRD which is consistent with the ship's present schedule and which will either coincide with their end of active OBLISERV or permit completion of 24 months for those members upon their reassignment.

e. **Response.** NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN and FNs will reply to this letter indicating members who will remain aboard for OVHL or DMP and will adjust recommended PRDs (as appropriate).

f. **Augments**

(1) Augment members must be ordered to report 6 months prior to commencement for SSN OVHL or 4 months prior to commencement of DMP.

(2) The OVHL or DMP executive officer should maintain liaison with NAVPERSCOM (PERS-403) OVHL or DMP coordinator to ensure augment members are identified.

14. **Procedures for SSBN Deactivation and DECOM.** The DECOM crew of an SSBN is comprised of selected members from the pre-DECOM blue and gold crews.

a. **OBLISERV.** To the maximum extent possible, members selected for assignment to a DECOM should have sufficient OBLISERV to complete the period of the DECOM.

b. **Pending STAR and SCORE Benefits.** The members with pending STAR and SCORE benefits should not be assigned to the DECOM period if such assignment will cause undue delay in receiving their benefits and the members are unwilling to accept such a delay.

c. **Ten Months Prior to DECOM Commencement Date.** NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect in the detailer's 9-month requisition.

d. **Six Months Prior to DECOM Commencement Date.** The following actions should occur:

(1) SSBN COs must ensure a joint letter recommending DECOM crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU command and NAVPERSCOM (PERS-4013), with a copy to parent TYCOM. Use exhibit 1 as an enclosure to this letter to list every billet on the most recent blue crew enlisted distribution verification report, whether or not members can be identified from either crew.

(2) When submitting this crew makeup letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the patrol schedule and which will either coincide with their expiration of active obligated service (EAOS) or permit completion of a minimum activity tour (24 months) for those members upon their reassignment.

(3) NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN and FN will reply to this letter indicating members who will remain on board for DECOM and will adjust PRDs (as appropriate).

15. **Special Procedures for SSN Deactivation and DECOM.** To the maximum extent possible, members selected for assignment to an SSN DECOM should have sufficient OBLISERV to complete the shipyard period.

a. **Pending STAR and SCORE Benefits.** Members with pending STAR and SCORE benefits should not be assigned to the DECOM period if such assignment will cause undue delay in receiving their benefits and the members are unwilling to accept such a delay.

b. **Ten Months Prior to the DECOM Commencement Date.** NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect in the detailer's 9-month requisition.

c. **Six Months Prior to the DECOM Commencement Date.** SSN COs must ensure a letter recommending DECOM crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU commander and NAVPERSCOM (PERS-4013) with a copy to the parent TYCOM.

(1) Use exhibit 1 as an enclosure to this letter to list every billet.

(2) When submitting this letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the ship's present schedule and which will either coincide with their EAOS or permit completion of 24 months for those members upon their reassignment.

(3) NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN and FN will reply to this letter indicating members who will remain aboard for DECOM and will adjust PRDs (as appropriate).

