

## MILPERSMAN 1520-040

### SURFACE WARFARE OFFICER (SWO) DEPARTMENT HEAD SCREENING AND TRAINING

<b>Responsible Office</b>	NAVPERSCOM (PERS-41)	Phone:	DSN	882-3913
			COM	(901) 874-3913
			FAX	882-2687

<b>References</b>	(a) OPNAVINST 1412.2H (b) SECNAVINST 5510.30B
-------------------	--

#### 1. Consideration, Screening Board Assembly, Petitions, and Descreening

a. A Surface Warfare Department Head Screening Board convened by Commander, Navy Personnel Command (COMNAVPERSCOM) will select those officers considered best and fully qualified to assume Department Head responsibilities and attend the Department Head Course. To qualify for the screening process, officers must

(1) be designated Surface Warfare Officer (SWO) per reference (a) (to include Limited Duty Officers (LDOs) in certain designators as specified in the screening board precept),

(2) be selected for or serving in the grade of lieutenant,

(3) be recommended in writing for Department Head Afloat or a higher career milestone by an afloat commanding officer (CO) on their afloat fitness reports, and

(4) possess the prerequisite clearance to serve as an Unrestricted Line (URL) Officer, as defined in reference (b).

b. The screening board will convene annually in September. The board will be comprised of at least three current or post Afloat Major Command Surface Warfare Captains, the senior of whom serves as senior member and president, and at least six captains or commanders who have successfully completed or are serving in their Commander Sea Commands.

c. Officers eligible for Department Head screening will be considered over a 4-year period, beginning at 3 years of commissioned service. Officers not selected during this period, or those officers whose screening status was previously removed, may petition the board for additional looks. The decision to accept any such petitions will be left to the discretion of the President, Department Head Screening Board as defined in the board precept.

d. Department Head Screening Boards will review the records of those officers who have previously screened but have not yet executed orders to the Department Head Course to ensure no decline in performance subsequent to original screening. Officers descreened as a result of the screening board review will be notified by letter, signed by Navy Personnel Command (NAVPERSCOM), Director, SWO Assignments (PERS-41).

## 2. Acceptance

a. SWOs screened for Department Head Afloat will be placed in the Department Head bank and ordered to Department Head School under current distribution policies and availability.

b. LDOs screened for Department Head Afloat will be placed in the Department Head bank and will be assigned to Department Head Surface Ship billets under current distribution policies and availability.

c. Officers ordered to the SWO Department Head Course will not be issued permanent change of station (PCS) orders to duty under instruction. Upon successful completion of the course, officers will be assigned to Department Head Surface Ship billets under current distribution policies and availability.

d. Officers under orders to the SWO Department Head Course will not be considered eligible for transfer to another URL, Restricted Line (RL), or Staff community unless their lateral transfer package was submitted prior to receipt of orders. Execution of orders to Department Head School obligates officers to serve on active duty through completion of Department Head School training for a period of 2 years following graduation. This requirement will run concurrently with any other service obligations.

e. To ensure proper career progression, every effort will be made to afford SWOs the opportunity to complete a post division officer shore tour and return to sea as a Surface Warfare Department Head prior to being in the promotion zone for selection to lieutenant commander. Where this is not the case, Director, NAVPERSCOM (PERS-41) will determine eligibility of an officer to attend the SWO Department Head Course.

3. **Purpose and Course Restrictions.** The SWO Department Head Course conducted at SWO School Command, Newport, RI, provides training in all phases of surface warfare and prepares officers to assume department head responsibilities in surface ships. The course is approximately 6 months in duration and convenes 5 times per year. Class size is limited to 60 SWOs. Only SWOs (111X) who have demonstrated

- a. exceptional ability,
- b. adaptability,
- c. substantial professional growth,
- d. clear potential, and

have been screened for Surface Warfare Department Head Afloat are selected as students.