



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 1330.2B  
N134  
14 FEB 2013

OPNAV INSTRUCTION 1330.2B

From: Chief of Naval Operations

Subj: NAVY CAREER INTERMISSION PILOT PROGRAM GUIDELINES

Ref: (a) Public Law H.R. 1540, Section 531, National Defense  
Authorization Act for FY13  
(b) 10 U.S.C.  
(c) OPNAVINST 6110.1J  
(d) 37 U.S.C. Chapter 5  
(e) BUPERSINST 1430.16F  
(f) Joint Federal Travel Regulations (JFTR), Volume 1  
(g) 38 U.S.C. Chapter 30

Encl: (1) Expanded Application Criteria for Enlisted and  
Officer Personnel  
(2) Career Intermission Pilot Program Agreement  
(3) Career Intermission Pilot Program Member  
Return to Active-Duty Notification  
(4) Career Intermission Pilot Program Return to  
Active-Duty Process  
(5) Career Intermission Pilot Program NAVPERSCOM (PERS-93)  
Return to Active-Duty Eligibility Approval  
(6) Career Intermission Pilot Program Transition  
From Active Duty to IRR Process

1. Purpose. To provide procedures and guidance for the Navy Career Intermission Pilot Program (CIPP) as authorized by reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1330.2A.

3. Background. Reference (a) amends authority for the Armed Forces in the Department of Defense (DoD) to establish a pilot program under which officer and enlisted personnel may be temporarily released from active duty with a corresponding appointment or enlistment in the Individual Ready Reserve (IRR) for periods of up to 3 years. CIPP provides a one-time

temporary transition from active duty to the IRR for members to pursue personal or professional growth outside the service while providing a mechanism for their seamless return to active duty. The long term intent of this program is to retain the valuable experience and training Service Members possess that might otherwise be lost by permanent separation. Under this program, the member shall retain certain active-duty benefits and must return to active duty at the end of the inactive-duty period. CIPP authority began in fiscal year (FY) 2009 and expires in FY 2015. All program participants must return to active duty before 31 December 2018 or within 3 years of inactivation, whichever comes first.

4. Scope. This program provides temporary authority to:

a. Allow active-duty, full time support officers and enlisted personnel (20 officers and 20 enlisted per year for 7 years through calendar year 2015) to transition from the Active Component (AC) into the IRR for a period not to exceed 3 years while retaining the health care benefits of an active-duty member for themselves and their dependents.

b. Allow the Navy to adjust the date of rank of an officer who is placed back on active duty to a later date after serving in the IRR. Allow the Navy to adjust the time in rate (TIR) and effective date of pay grade for enlisted personnel who return to active duty after serving in the IRR.

c. Exempt participants from promotion or advancement consideration while in the IRR.

d. Provide military medical and dental care per section 1074 of reference (b) as authorized by reference (a).

5. Policy

a. Selection of Participants

(1) Under this program, up to 20 officers and 20 enlisted personnel currently serving on active duty may be selected each year to participate in the program in calendar years 2009 through 2015. This program is open to all communities during the pilot period. For the purposes of this

program, participation is defined as the day on which a member transitions to the IRR and begins their career intermission.

(a) Eligibility criteria for CIPP participation is determined by Chief of Naval Personnel (CHNAVPERS) based on recommendations from Bureau of Naval Personnel Community Manager (BUPERS-3) for desired skill area, pay grade, length of service, duty assignment and demonstrated success within the community or rating. Further selection criteria and program implementation guidelines are contained in enclosure (1).

(b) Annual quotas will be filled through a rolling application process whereby members will submit to the Office of the Chief of Naval Operations, CIPP Program Manager (OPNAV (N134)) a complete application package which will be reviewed for approval by their detailee, Navy Personnel Command Career Management Department (NAVPERSCOM (PERS-4)) and BUPERS-3. CHNAVPERS has approval authority which is delegated to NAVPERSCOM. Final disapproval authority resides with the CHNAVPERS.

(c) Members shall apply for CIPP during their normal orders negotiation period, approximately 6 to 9 months in advance of projected rotation date (PRD). Those approved will begin program participation at their PRD.

(d) Applicants will not normally be approved to commence the CIPP during an operational tour or prior to PRD.

(2) The following personnel are ineligible for participation:

(a) Personnel who have not completed their first enlistment or initial minimum service requirement.

(b) Enlisted member's who cannot complete their obligation due to high year tenure (HYT) limitations. Following their participation in the program, enlisted Service Members must be able to return to active duty and complete their obligation before their HYT mark.

(c) Officers in a failure of selection for promotion status as defined by section 627 of reference (b).

(d) Personnel who do not currently meet physical readiness standards, per reference (c).

(e) Personnel with any record of disciplinary action in the 24 months preceding their application, or those pending investigation, non-judicial punishment, court-martial or civilian criminal charges or proceedings.

(f) Personnel who are in receipt of and executing permanent change of station (PCS) orders. Those in receipt of but not yet executing PCS orders may be approved on a case-by-case basis.

(g) Personnel who are currently receiving a critical skills retention bonus (CSRB) or fulfilling an obligated service requirement based on the acceptance of a CSRB under section 355 of reference (d). Sailors may apply for the program in the last year of the associated obligated service, provided they will not begin the program until after the completion of the obligated service.

(3) Personnel may apply if currently receiving other special and incentive (S&I) pays not covered under section 355 of reference (d). See enclosure (1) for designator specific requirements.

(4) Participation in the program may not exceed 3 years from the date of release from active duty. Applicants must indicate the desired length of inactivation at the time of application. Requests to return to active duty early or extend the original agreed upon period, not to exceed 36 months of total participation, will be considered on a case-by-case basis and may require a new CIPP agreement and enlistment contract if necessary. Requests will be submitted to OPNAV (N134) for routing to their respective community manager for adjudication.

b. Obligated Service. Before being released from active duty, each program participant will enter into an agreement with the Secretary of the Navy (SECNAV), or designee under which the participant agrees to serve on active duty, for a period of 2 months for each month of inactivation following their return to active duty. This commitment is in addition to, and will be served consecutively with, any and all remaining or future active-duty obligations. All applicants must have time to

complete the associated obligated service prior to 20 year retirement eligibility. Participants will sign an agreement (per enclosure (2)) with SECNAV's designee prior to being released from active duty. If necessary, the member may be required to extend their current enlistment.

c. Application Package Contents. Applications will be submitted in letter format to OPNAV (N134) via the applicant's commanding officer (CO) and will include the applicant's last two fitness reports or evaluations in addition to the following (as applicable):

- (1) Date, place of birth, designator and or rating.
- (2) Contact information (full name, e-mail address, phone number, and mailing address).
- (3) Officers: date of rank and lineal number.
- (4) Enlisted: date of enlistment and active-duty service date.
- (5) Current PRD and end date on any existing period of obligated service.
- (6) Officers: achievement date of warfare and or other significant qualifications
- (7) Enlisted: Navy enlisted classification and or warfare qualification.
- (8) Length of program participation requested, not to exceed 36 months, and desired program start date.
- (9) In a separate personal statement, additional information for consideration to include the purpose for which the applicant intends to use the CIPP. Requests to waive any of the eligibility requirements specified in this instruction should be thoroughly substantiated.
- (10) COs shall submit an endorsement that addresses the motivation and potential of the applicant within the applicant's community and provide a specific approval or disapproval recommendation.

d. Provisions of IRR Status

(1) IRR Status. Upon release from active duty, program participants will be appointed or gained in the reserves. All program participants will return to active duty at the end of their period of participation in the program. Participants in the program (IRR status) continue to count towards AC end-strength.

(2) IRR Exceptions. All participants are ineligible for consideration for promotion and advancement while in the IRR. Additionally, time spent in the IRR will not count towards:

(a) Eligibility for retirement, Retired Reserve or transfer to the Ready Reserve Fleet under reference (b), chapter 571 or chapter 1223.

(b) Computation of retired or retainer pay under reference (b), chapter 71 or chapter 1223.

(c) Computation of total years of commissioned service under reference (b), section 14706(a).

(d) HYT calculations.

(e) TIR will be adjusted in the same manner prescribed for Navy veterans with a break in service as described in chapter 2 of reference (e).

(3) Accountability Reporting. IRR status does not require a specified number of inactive-duty training periods or days of annual training per year. However, members in the CIPP will be required to report monthly to NAVPERSCOM CIPP Manager (PERS-93), to whom they are assigned via physical muster or e-mail. This report will verify participant's contact information, health, and wellness. Participants who fail to comply with the monthly muster requirement will be subject to termination from the program and immediate return to active duty as authorized by reference (a).

(4) Fitness Reports and Evaluations. Participants will receive a one-time "Not Observed" fitness report, chief petty officer evaluation or evaluation from the NAVPERSCOM, Reserve Personnel Management Department (PERS-9) to cover the period of

participation in the CIPP. Block 41 for officers and chief petty officers, or block 43 for E-6 and below will include the following directed comment: "(Rank and last name) has participated in the CHNAVPERS directed Career Intermission Pilot Program (CIPP) from the following dates: (dates)."

(5) Mobilization (MOB). Participants are exempt from MOB during participation in the program.

(6) Medical and Dental Benefits. CIPP participants and their dependents are entitled to medical and dental care under the provisions of reference (b), chapter 55, as if they were on active duty. Care can be provided at military treatment facilities or through TRICARE.

(7) Pay and Allowances

(a) Monthly Pay. While participating in the CIPP, personnel will be paid two-thirtieths of the monthly basic pay to which they would be otherwise be entitled based on grade and years of service at the time of transfer into the IRR, as authorized by reference (a). First payment will occur 30 days after transition to the IRR.

(b) S&I Pays. While participating in the CIPP, personnel may not receive any S&I pay or bonuses under chapter 5 of reference (d) to which they would otherwise be entitled. Upon return to active duty, participants will be entitled to reinstatement of basic pay and all S&I pays to which they were entitled, and or received, before transitioning to the IRR. Reinstatement of S&I pays or bonuses does not apply if the pay or bonus is no longer authorized by law or if the member does not satisfy the eligibility criteria in effect upon their return. If the member is found eligible for the pay upon return to active duty, they will be subject to the requirements for repayment of such pay and bonus under the terms of the applicable agreement under chapter 5 of reference (d).

(8) Travel and Transportation. Participants are authorized travel and transportation allowances for travel within the United States to their designated residence for the period of program participation, and for travel from designated residence to their duty station upon return to active duty, per reference (f). An allowance will be paid under this section for

travel to and from one residence only. Participants are responsible for any travel costs incurred during any physical muster or administrative processing when returning to active duty at the end of program participation. Physical musters are not currently required for CIPP participants.

(9) Leave. Participants may either use their remaining leave balance, sell back their leave balance (if eligible), or carry forward unused accrued leave as authorized by reference (a). If a member chooses to sell back leave, the payment will count against the one-time sell back of up to 60 days of leave.

(10) Education Benefits. Participants are not eligible for tuition assistance benefits while in an IRR status. Time in the IRR does not count toward Post-9/11 Government Issue (GI) Bill benefits. Montgomery GI Bill and Post-9/11 GI Bill benefits may be used, per reference (g).

(11) Licensed or Certified Professionals. While in an IRR status under the CIPP, the Navy will not compensate members for licensing, continuing education credit, liability, or malpractice insurance. On return to active duty, the member must provide current credential materials.

(12) Uniform Code of Military Justice (UCMJ). Members in an IRR status are not normally subject to the UCMJ, but participants in the CIPP must report any civil actions or criminal arrests and or convictions immediately to NAVPERSCOM (PERS-93). If a participant violates any portion of the terms and conditions of the program as outlined in this instruction, or the agreement (per enclosure (2)), CHNAVPERS has the right to recall them to active duty, per reference (a).

e. Return to Active Duty

(1) Notification. CIPP participants must submit a written notice of intent (per enclosure (3)) to NAVPERSCOM (PERS-93) and OPNAV (N134) 9 months before their scheduled return to active duty to initiate processes as outlined in enclosure (4). This notification initiates the appointment process, provides the greatest opportunity for billet assignment, and ensures smooth return to active service. If an enlisted member's current rating was disestablished or merged with



another rating prior to their return to active duty, they will be afforded an opportunity to convert to a new rating, if eligible.

(2) Appointment. Upon return to active duty, officers shall be appointed in the regular component and their date of rank will be adjusted 1 day forward for every day spent in the IRR (e.g., 270 days in the IRR will adjust a date of rank of 01 January 2010 to 28 September 2010). Enlisted personnel will be reenlisted in the regular component and their TIR will be adjusted 1 day forward for every day in the IRR (e.g., 270 days in the IRR will adjust a TIR of 01 January 2010 to 28 September 2010).

(3) Participants in a Selected for Promotion or Advancement Status. In the event a participant is selected for promotion or advancement before transition to the IRR, they will be promoted or advanced in the same manner as other Service Members who transfer to the reserves in a selected status. Upon return to active duty, their date of rank and TIR shall be adjusted 1 day forward for every day in the IRR.

(4) Consideration for Promotion or Advancement. Upon return to active duty, participants will be eligible for consideration for promotion or advancement based upon their adjusted date of rank or TIR, and other requirements of their competitive category and rate.

(5) Pay and Allowances. The effective date of pay and allowances will be the date the member returns to active duty.

(6) Participants Ineligible for Active-Duty Service. At the end of program participation, Sailors shall return to active duty as ordered. Members must meet all physical readiness conditions and security qualifications for return to active-duty service. If, for any reason, a Sailor does not return or meet physical readiness and security qualifications, they default the terms of the obligated service associated with CIPP and the signed agreement with SECNAV's designee, per enclosure (2). As such, the Department of the Navy is authorized to recoup the value of benefits authorized while the Sailor was in an IRR status to include health care, monthly stipend, and associated PCS costs. The value of these benefits will be determined by the DoD Actuary and Office of the Secretary of Defense

Comptroller. After being returned to active duty, Sailors will be subject to an administrative separation board whereby they may be subject to separation from the Navy under "other than honorable" conditions for violation of the agreement, per enclosure (2).

## 6. Responsibilities

a. OPNAV (N134). Shall ensure the requirements of this instruction are met by all those concerned and will serve as the primary point of contact for questions by all parties regarding this instruction and execution of the program to include any reports to the Secretary of Defense and Congress as required by reference (a). The program manager shall also review this instruction annually during the duration of the pilot program for any necessary modifications or revisions.

b. BUPERS (BUPERS-3). Officer and enlisted community managers shall periodically review this instruction and provide specific inputs to the instruction and all enclosures.

c. NAVPERSCOM Reserve Personnel Management Department (PERS-94). Execute the gain transaction in Inactive Manpower and Personnel Management Information System (IMAPMIS).

d. NAVPERSCOM (PERS-4). Issue separation orders. Maintain oversight of each program participant to include, at a minimum, maintenance of member's official record regarding participation in the program and re-affiliation into the AC upon completion. Individual detailers are vital in the approval process, maintaining communication during the intermission, and with the Sailor's return to active duty.

e. NAVPERSCOM Career Progression Department (PERS-8). Ensure selected officer participants are appointed to the reserves. Forward officer reappointment requests for approval by SECNAV and the U.S. Senate.

f. NAVPERSCOM (PERS-9). Shall be administratively responsible for the member for the duration of their participation in the pilot program to include:

(1) Accounting and tracking of member through a monthly muster (whether physical or electronic).

(2) Tracking security clearances and notifying members of expiration of security clearance within program period.

(3) Preparing a "Not Observed" fitness report, chief petty officer evaluation or evaluation at the conclusion of the member's participation in the program.

(4) Completing enclosure (5) prior to member's return to active duty.

g. Personnel Support Activity Detachments (PERSUPPDET). The detaching PERSUPPDET shall ensure the member's pay account is staged to meet the pay requirements of this program, per reference (a) and enclosure (6), and that the member receives a DD Form 2765 Department of Defense/Uniformed Services Identification and Privilege Card for access to active-duty TRICARE benefits and base privileges to cover the member's participation in the program. Gaining PERSUPPDET will ensure strength gain is executed.

h. Member. During participation in the pilot program, the member is responsible for:

(1) Maintaining eligibility for security clearance.

(2) Maintaining physical fitness requirements as set forth in reference (c).

(3) Maintaining professional certifications and credentials.

(4) Adhering to the Navy's code of conduct and policies.

(5) Performing monthly musters, physical or electronic, with NAVPERSCOM (PERS-93).

(6) Notifying NAVPERSCOM (PERS-93) of any address change, changes in medical or marital status, to make necessary Defense Enrollment Eligibility Reporting System (DEERS) or TRICARE changes, and any civil actions or criminal arrests and or convictions.

(7) Notifying OPNAV (N134), NAVPERSCOM (PERS-93) and NAVPERSCOM (PERS-4) detailer of intention to return to active duty via enclosure (3).

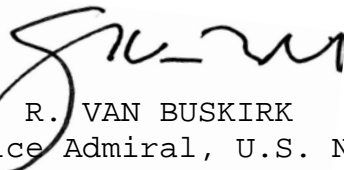
(8) Providing a copy of their DD Form 214 Certificate of Release or Discharge from Active Duty to OPNAV (N134) and NAVPERSCOM (PERS-93) to ensure enrollment in DEERS or Real-Time Automated Personnel Identification System (RAPIDS) for TRICARE benefits and monthly pay.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

8. Forms and Reports Control

a. NAVPERS 1306/7 Enlisted Personnel Action Request is available for download from Naval Forms OnLine <https://navalforms.documentservices.dla.mil/web/public/home>.

b. The reporting requirement contained within this instruction is exempt from reports control per SECNAV Manual 5214.1 of December 2005.



S. R. VAN BUSKIRK  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower, Personnel, Training  
and Education)

Distribution:

Electronic only via Department of the Navy Issuances Web site  
<http://doni.documentservices.dla.mil/>

EXPANDED APPLICATION CRITERIA FOR ENLISTED AND OFFICER PERSONNEL

1. Purpose. In addition to the application criteria set forth in this instruction, the following specific community criteria are provided for program applicants:

a. Enlisted Personnel. The following personnel are considered ineligible for program participation:

(1) Enlisted personnel not recommended for advancement or retention.

(2) Enlisted personnel in a training pipeline.

(3) Enlisted personnel in pay grade E-7 with over 15 years of active service and all members in pay grades E-8 and E-9.

(4) Enlisted nuclear restrictions:

(a) Enlisted nuclear personnel must be instructor screened.

(b) The length of the career intermission should be consistent with maintaining nuclear eligibility for 3 years. Waivers must be reviewed by OPNAV, Nuclear Propulsion Programs Management Branch (N133), and approved by Naval Reactors (NAVSEA 08).

(c) Enlisted nuclear personnel must not have previously participated in CIPP or have broken service. Broken service does not refer to enlisted personnel who were discharged to be commissioned as an officer.

b. Aviation Officers (Designators 1310 and 1320)

(1) Program applicants currently under contract and receiving aviation career continuation pay installments must be within 12 months of completing the active-duty service obligation incurred for undergraduate aviation training or any obligated service as a result of an aviation career continuation pay contract agreement. Those with greater than 12 remaining months of active-duty service obligation or aviation career continuation pay obligation are not eligible to apply.

(2) Program applicants may apply for the aviation department head retention bonus with a request to delay initial payment and all subsequent anniversary payments until career intermission is complete. Aviation career continuation pay and career intermission obligated service shall be served consecutively upon return to active duty.

(3) Selected officers shall not be allowed to begin the program until completion of active-duty service obligation, expiration of aviation career continuation pay contract, or PRD, whichever is later. Those officers electing to delay receipt of their initial installment until after the completion of career intermission are not considered to have incurred a bonus-related obligation prior to commencing career intermission. For those officers who have delayed receipt of their initial installment, bonus obligated service will commence upon return from career intermission and served consecutively with obligated service incurred by participation in CIPP.

c. Chaplain Corps Officers (Designator 4100). Program applicants are limited to officers in grades O-3 to O-5.

d. Civil Engineering Corps (CEC) Officers (Designator 5100). Program applicants are limited to those CEC officers who are warfare qualified, have an acquisition level commensurate with their pay grade, have achieved professional registration (engineer in training, professional engineer, or registered architect), and have completed a naval construction force global war on terrorism deployment or an individual augmentee assignment.

e. Dental Corps Officers (Designator 2200). Program applicants are limited to officers in grades O-3 to O-5.

f. Human Resources Officers (Designator 1200). Program applicants must have completed one human resources assignment.

g. Intelligence Officers (Designator 1630). Program applicants are limited to officers in grades O-2 to O-4 who are qualified naval intelligence professionals (basic professional qualification program or exemption) and have completed an operational assignment as an intelligence officer.

h. Judge Advocate General's Corps Officers (Designator 2500). Program applicants are limited to officers in grades O-3 to O-5. Applicants selected for program participation must apply for their first career status bonus prior to transition from active duty to the IRR.

i. Supply Corps Officers (Designator 3100). Program applicants must be warfare-qualified and have completed a second operational milestone assignment.

j. Surface Warfare Officers (SWO) (Designator 1110)

(1) Program applicants must be warfare qualified and have screened for the next career milestone or have opportunities for screening remaining.

(2) Program applicants must have completed at least 36 months of sea duty as a division officer.

(3) Selected applicants must sign an SWO continuation pay agreement on return to active duty at the end of program participation. If currently in a department head tour, the member must sign an SWO CSRB contract upon return to active duty at the end of program participation.

k. Submarine, Nuclear-Trained Engineering Duty, and Nuclear-Trained SWO (SWO(N)) (Designators 1120, 1440 and 1110). SWO(N) eligibility is governed by both this paragraph and subparagraph 1j above.)

(1) Program applicants must be within 12 months of completing their minimum service requirement to apply. Selected officers will not transfer to the IRR until completing their minimum service requirement.

(2) Program applicants must be warfare qualified and have screened for the next career milestone or have opportunities for screening remaining. Eligible milestones for SWO(N)s must remain due-course for reactor officer and command afloat selection or assignment.

(3) The length of the career intermission should be consistent with maintaining each community's nuclear eligibility.

OPNAVINST 1330.2B  
14 FEB 2013

(4) Program applicants must not have previously participated in career intermission or have broken service. Broken service does not refer to enlisted members who were discharged to be commissioned as an officer.

2. Additional Eligibility Concerns. Application eligibility questions not addressed in this enclosure may be referred to the member's community manager or OPNAV (N134).



CAREER INTERMISSION PILOT PROGRAM AGREEMENT

**FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From: Name, Designator and or Rating, Last 4 of Social Security Number (SSN)

To: Chief of Naval Operations (OPNAV (N134))

Via: Commanding Officer, Command Name

Subj: REQUEST TO PARTICIPATE IN THE CAREER INTERMISSION PILOT PROGRAM

Ref: (a) OPNAVINST 1330.2B  
(b) Public Law H.R. 1540, Section 524, National Defense Authorization Act for FY12  
(c) Public Law 110-417, Section 533, Duncan Hunter National Defense Authorization Act for FY09

1. Based upon acceptance to the Career Intermission Pilot Program (CIPP), I agree to accept an appointment or enlistment in the Navy Reserve, as applicable, to serve in the Individual Ready Reserve during the period of inactivation from active duty.

2. I consent to all inactive-duty training requirements, per reference (a), to include monthly reporting via electronic message to the Navy Personnel Command (PERS-93), and on receipt of orders to return to active-duty service, to meet all required physical readiness conditions and security qualifications.

3. I consent to serve on active duty through the completion of 2 months of active duty for every 1 month of program participation in addition to any current or future obligated service. I agree to sign a Navy Reserve oath of office or an enlistment contract to cover the period of CIPP participation as applicable.

4. I understand and acknowledge that while in an IRR status as a participant in the CIPP, I will not receive any special or incentive (S&I) pays or bonuses to which I might otherwise be entitled for such period. When I return to active duty after the period of participation, I will be entitled to reinstatement of basic pay and all S&I pays to which I was entitled to and receiving before being released from active duty as allowed by

Subj: REQUEST TO PARTICIPATE IN THE CAREER INTERMISSION PILOT PROGRAM

current law. If I am found ineligible for any S&I pays for which I am still under contract upon return to active duty, I will be subject to the requirements for repayment of any unearned portions of S&I payments following the terms of the applicable agreement under chapter 5 of title 37, United States Code.

5. I have read and understand the provisions in reference (a), including all provisions relating to the termination of program participation and recall to active duty for violation of any requirements. I also understand that any failure by me to meet the requirements of this program, including completion of the active-duty obligation I accept in this agreement, may result in my being processed for an administrative separation. Such a separation may result in a characterization of service as "other than honorable." In addition, if I voluntarily fail to meet the requirements of this program, I may be required to refund to the United States the value of pay and allowances, health care and permanent change of station costs provided to me and my dependents under reference (b) and reference (c), subsections 553(h) and 553(j), during my participation in the program.

6. I intend to begin program participation on the following date: DD MMM YYYY.

7. I agree to return to active duty at the completion of program participation on the following date: DD MMM YYYY.

Signature of Applicant  
Typed Rank/Rating and Name, USN

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

OPNAVINST 1330.2B  
14 FEB 2013

CAREER INTERMISSION PILOT PROGRAM  
MEMBER RETURN TO ACTIVE-DUTY NOTIFICATION

**FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From: Name, Designator and or Rating, Last 4 of SSN  
To: PERS-4 Detailer  
PERS-93B  
BUPERS-3

Subj: NOTICE OF INTENT TO RETURN TO ACTIVE DUTY FOLLOWING  
PARTICIPATION IN THE CAREER INTERMISSION PILOT PROGRAM

Ref: (a) OPNAVINST 1330.2B

Encl: (1) Credential Materials (required for licensed/certified  
professionals)

1. Per reference (a), my participation in the Career Intermission Pilot Program (CIPP) will end DD MMM YYYY, at which time I will return to active duty.
2. During my participation in the CIPP, I have fulfilled all requirements of reference (a) and will be eligible to return for active-duty service.
3. (Contact Information): Address, phone number, e-mail.

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

Enclosure (3)

CAREER INTERMISSION PILOT PROGRAM  
RETURN TO ACTIVE-DUTY PROCESS

1. Nine months prior to scheduled return to active duty:
  - a. Member forwards letter of intent to NAVPERSCOM (PERS-93).
  - b. Member and detailee begin negotiation for orders.
  - c. NAVPERSCOM (PERS-93) provides e-mail to NAVPERSCOM (PERS-4) detailee verifying that the member has complied with the requirements of the program while in the IRR. Additionally, notification of pending return will be made to OPNAV (N134), NAVPERSCOM (PERS-8), BUPERS-3, and DFAS.
  - d. (OFFICER ONLY) NAVPERSCOM (PERS-4) detailee forwards documents to NAVPERSCOM (PERS-8) needed for the officer scroll to include member's letter of intent and NAVPERSCOM (PERS-93) e-mail verifying member has complied with requirement of the CIPP program.
  - e. (OFFICER ONLY) NAVPERSCOM (PERS-8) forwards officer scroll request for approval by SECNAV and the U.S. Senate.
2. Within the 6-month window of return:
  - a. (OFFICER ONLY) NAVPERSCOM (PERS-8) receives approved officer scroll. NAVPERSCOM (PERS-831) issues active authorization and oath and sends to member for signature.
  - b. NAVPERSCOM (PERS-93) provides information to pre-stage member for gain. NAVPERSCOM (PERS-4) detailee ensures member is added to EAIS or OAIS.
  - c. NAVPERSCOM (PERS-4) detailee proposes orders and orders are released. Member will be directed to nearest PERSUPPDET to generate strength gain.
  - d. (OFFICER ONLY) NAVPERSCOM (PERS-8) adjusts officer's date of rank, precedence number, and other data as required.

OPNAVINST 1330.2B  
14 FEB 2013

CAREER INTERMISSION PILOT PROGRAM  
NAVPERSCOM (PERS-93) RETURN TO ACTIVE-DUTY ELIGIBILITY APPROVAL

**FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From: PERS-93  
To: PERS-4 Detailer  
BUPERS-3

Subj: PARTICIPATION IN CAREER INTERMISSION PILOT PROGRAM (CIPP)  
ICO NAME, DESIGNATOR AND OR RATING, LAST 4 of SSN

Ref: (a) OPNAVINST 1330.2B

1. During participation in CIPP, \_\_\_\_\_ fulfilled all requirements of reference (a) and will be eligible to return for active-duty service.

2. (Contact Information): Phone number, e-mail

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

Enclosure (5)

CAREER INTERMISSION PILOT PROGRAM  
TRANSITION FROM ACTIVE DUTY TO IRR PROCESS

1. Enlisted Participants. No later than 60 days in advance of scheduled program start date:

a. Member submits a NAVPERS 1306/7 Enlisted Personnel Action Request to request an early release from their current active-duty enlistment contract.

b. NAVPERSCOM (PERS-4) detailer ensures member is added to the Enlisted Assignment Information System (EAIS).

c. NAVPERSCOM (PERS-8) will generate favorable separation orders to member's command for processing at the PERSUPPDET.

2. Officer Participants. Six to nine months prior to scheduled program start date:

a. Member will submit a resignation request to include the member's participation in the CIPP and desire to affiliate in the IRR to their NAVPERSCOM (PERS-4) detailer, NAVPERSCOM (PERS-93) and OPNAV (N134).

b. NAVPERSCOM (PERS-4) detailer forwards documents to NAVPERSCOM (PERS-8) needed for the officer scroll to include member's letter of intent.

c. NAVPERSCOM (PERS-8) forwards officer scroll request for approval by SECNAV.

d. NAVPERSCOM (PERS-8) receives approved officer scroll and provides to NAVPERSCOM (PERS-93), NAVPERSCOM (PERS-94), NAVPERSCOM Officer Programs Branch (PERS-831), NAVPERSCOM (PERS-4), BUPERS Officer Community Management (BUPERS-31) and OPNAV (N134).

e. NAVPERSCOM (PERS-4) detailer ensures member is added to the Officer Assignment Information System (OAIS).

f. NAVPERSCOM (PERS-4) detailer releases orders.

3. For All Participants Following Receipt of Separation Orders

a. Detaching PERSUPPDET will ensure the member's DD Form 214 receives an intradepartmental transfer separation program designator code of "FGQ" for officers and "MGQ" for enlisted personnel, with associated narrative direction to Defense Financial Account Service (DFAS), "Service Member is participating in a SECNAV designated pilot program which does not require recoupment of bonus money or special incentive pays upon separation." Participants will also receive a DD Form 2765 in lieu of an active-duty common access card for access to active-duty TRICARE benefits and base privileges to cover the member's participation in the program.

b. NAVPERSCOM (PERS-94) will complete gain into CIPP unit in IMAPMIS and notify Defense Manpower Data Center for DEERS update, Veterans Affairs coding, and DFAS.

c. Member will provide NAVPERSCOM (PERS-93) and OPNAV (N134) appropriate contact information to make necessary inputs to the DEERS, TRICARE, and DFAS systems and for performing monthly musters for duration of program participation.