



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1300.15B
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OPNAV INSTRUCTION 1300.15B

From: Chief of Naval Operations

Subj: NAVY MILITARY PERSONNEL ASSIGNMENT POLICY

Ref: (a) DoD Instruction 1315.18 of 28 October 2015
(b) NAVPERS 15560D
(c) CNO WASHINGTON DC 251901Z Aug 16 (NAVADMIN 190/16)
(d) Defense Intelligence Agency (DIA) Directive 1350.100 of 25 April 2014
(e) Joint Travel Regulations
(f) OPNAVINST 1300.14D
(g) CNO WASHINGTON DC 011841Z May 18 (NAVADMIN 107/18)
(h) DoD Instruction 1327.06 of 16 June 2009
(i) DoD 7000.14-R, Department Of Defense Financial Management Regulations (FMR): Military Pay Policy – Active Duty and Reserve Pay, Volume 7a (date varies by chapter)

Encl: (1) Definitions

1. Purpose. To issue policy guidance for assignment and permanent change of station (PCS) for active duty Navy personnel in line with applicable references.

- a. Major changes include updates to policy and definitions in line with reference (a).
- b. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1300.15A.

3. Background

- a. This instruction establishes Navy policies on:
 - (1) developing and maintaining the force at a high degree of operational readiness,
 - (2) providing equitable personnel rotation,
 - (3) providing a sustainable base for sea duty and overseas duty,
 - (4) creating personnel stability and enhancing career development,

(5) the selection of individuals for PCS assignments in the continental United States (CONUS) and outside the continental United States (OCONUS),

(6) tour lengths worldwide, and

(7) assignment to designated hostile fire or imminent danger areas (except during periods of war or national emergency declared by the Congress or the President).

b. Per reference (a), the Secretary of the Navy (SECNAV) establishes sea duty tour lengths and tour lengths for dependent-restricted duty with deployment-related units of the Marine Corps operating forces. This authority has been delegated to the Chief of Naval Personnel. Further guidance for Navy sea tours is prescribed by reference (b), articles 1300-308 and 1301-110, and reference (c).

c. Commander, Navy Personnel Command (COMNAVPERSCOM), Assistant Commander, Navy Personnel Command for Career Management Department (PERS-4) will issue implementing instructions, establish assignment procedures to ensure compliance with this instruction, and maintain records of waivers and assignment actions made in exception to these policies. Appropriate data will be maintained to assess the operational and cost effectiveness of described programs, (e.g., time on station (TOS), overseas tour lengths, "home basing," and voluntary and involuntary tour extensions).

4. Per Diem, Travel, and Transportation Allowance Committee Review. This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee staff in line with Department of Defense (DoD) Instruction 5154.31, volume 5, dated 16 October 2015, as Per Diem, Travel and Transportation Allowance Committee Case RR18004.

5. Scope and Applicability. This instruction applies to active duty Navy personnel on permanent duty with the exception of the personnel listed in the following subparagraphs 5a through 5h. All Navy commands must disseminate the provisions of this instruction to all personnel and ensure compliance.

a. Members assigned to activities outside of the DoD and its supporting non-DoD activities.

b. Members assigned to a naval attaché, whose assignments and tour lengths are prescribed by reference (d).

c. Members assigned to activities governed by inter-government contracts (e.g., Personnel Exchange Program) who will serve tour lengths specified by contract.

d. Members assigned to technical assistance field teams who serve the tour lengths assigned by DoD.

- e. Members assigned to security assistance organizations, whose assignments and tour lengths are prescribed by references (d) and (e).
 - f. Members assigned to the Office of the Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), or other activity for which the terms of assignment are prescribed by reference (b).
 - g. Members assigned to OSD, JCS, and the defense agencies under the DoD program for military-civilian staffing of management positions in the support activities.
 - h. Members assigned to defense agencies for whom tenure is limited by statute.
6. Definitions. Terms used in this instruction are defined in enclosure (1).
7. Navy Assignment Policy
- a. Make PCS moves that are necessary for national security or to ensure equitable treatment of Navy members. No member will be denied any of the entitlements associated with the PCS movement from one duty station to another.
 - b. Make individual assignments based primarily on the professional military qualifications required to productively perform the duties of the billet. Other factors (e.g., volunteer status, TOS, PCS costs) are secondary.
 - c. Use sea or shore rotation as the basis for CONUS PCS moves and, to the extent practicable, to home base members in fleet concentration areas to promote stability for members and their families. The existence of valid requirements and not TOS or home basing will determine the need to execute a move.
 - d. Select the member with the longest TOS to fill a CONUS requirement when more than one member meets the assignment qualifications. TOS should not be considered when a requirement has been authorized assignment incentive pay. In all PCS moves, the TOS requirement must be met by the departure month, unless a waiver is approved. Waivers, when required, will be granted before the member's departure.
 - e. Make CONUS assignments based on least Government cost where other considerations are not overriding. Both cost and suitability of dependents living overseas will be considered when making OCONUS assignments.
 - f. Assign members to sea duty, to the greatest extent possible, for their initial permanent duty stations.

g. Consider qualified volunteers first for all assignments. Volunteers who do not meet TOS requirements will not be selected before non-volunteers who are qualified for the assignment and meet the TOS requirements.

h. Maintain assignment procedures which permit members to complete prescribed tours and, when possible, allow them to voluntarily extend assignments beyond the prescribed tour.

i. Ensure PCS reassignment procedures do not create unnecessary inconvenience or hardship for the member or dependents, or cause the member to bear out-of-pocket expenses, which should be funded by the Government.

j. Approve voluntary assignment extension requests, within the needs of the Navy, beyond prescribed tour lengths when the requests are received prior to designation of relief and slating of member for subsequent assignment.

k. Ensure equitable distribution of sea and overseas duty assignments within given occupational specialties. Periods of forced family separation and the adverse effects of extended overseas service encountered by military personnel and their command-sponsored dependents should be minimized. Personnel can expect to be assigned to overseas tours at either preferred or isolated stations or both according to their rating or designator.

l. Consolidate sequential training activities to the maximum extent practicable.

m. Avoid PCS reassignments solely because of promotion, advancement, demotion, or reduction through the rank O-5 for officers and grade E-7 for enlisted members.

n. Reassign members within a reasonable length of time to another installation or unit at the same permanent duty station, location, homeport, or the nearest installation capable of using their skills, when they become excess to the number of authorized billets as a result of:

(1) unit inactivation;

(2) base closure, realignment, or consolidation;

(3) organization or staffing standard change, or civilian substitution for the billet;

(4) reclassification or other action changing the occupational specialty or skill designator of a member;

(5) disqualification for duty as a result of loss of security clearance, professional or nuclear certification or medical qualification, or relief from duty for cause; or

(6) promotion to O-6 or advancement to E-8.

- o. Avoid reassignments solely for the purpose of retirement.
- p. Consider the reassignment of members within the period starting 60 days before completion of the overseas tour as having completed the prescribed tour.
- q. Avoid assignments in excess of authorized manning levels.
- r. Screen all members for operational suitability per reference (b), article 1300-800. Screen all members and dependents for suitability for overseas assignment prior to executing PCS orders prescribed by reference (b), articles 1300-302 and 1300-304, and reference (f).
- s. Assign all members regardless of color, race, religious preference (except chaplains), ethnic background, national origin, age, marital status (except for military couples), or gender consistent with requirements for physical capabilities (except where prohibited by statute and limitation of facilities).
- t. Transfer members, to the maximum extent practicable, who have school-aged dependent children (kindergarten through grade 12) in primary or secondary schools during school breaks, to reduce disruption of the school schedule.
- u. Allow for completion of the adoption proceedings, or avoid its disruption, when practicable, within operational and other military requirements when transferring a member who is in the process of adopting an unrelated child under 18 years of age.
- v. Do not curtail a member's tour or require flag officer waiver of TOS when a member conducts a low cost move. The original tour completion date does not need to be adjusted, nor do members need retainability beyond the original tour completion date.

8. First Term Assignments

- a. First term enlisted members will not be assigned ashore OCONUS and its territories or possessions until they have completed basic training and initial training.
- b. First term enlisted members on active duty for 3 years or less may not be assigned to more than one permanent duty station before expiration of active obligated service (EAOS) following initial basic and skill training, unless required to serve in an unaccompanied isolated tour OCONUS. If assigned to an unaccompanied isolated tour OCONUS, they may not be assigned to more than two different geographic locations.
- c. First term enlisted members who are on active duty following initial basic and skill training for more than 3 years but less than 4 years of obligated service may not be assigned to more than one CONUS location before EAOS. They may have two assignments if one is at an OCONUS location.

d. First term enlisted members on active duty following initial basic and skill training for more than 4 years, but less than 5 years of obligated service may not be assigned to more than two different locations before EAOS, regardless of tour length or location.

e. First term enlisted members on active duty following initial basic and skill training for more than 5 years of obligated service will not be given more than three assignments in different locations, provided one is an OCONUS location before EAOS, regardless of tour length.

f. COMNAVPERSCOM (PERS-4) may waive the criteria listed in subparagraphs 8a through 8e for first term members.

9. Retainability Requirements

a. CONUS-to-CONUS. Normally requires retainability for a minimum of 2 years of military obligated service after arrival at the gaining installation. Members who are assigned from shore duty to sea duty, sea duty to sea duty, or who are changing occupational specialty or skill designator as a result of retraining, must have a minimum of 1-year service retainability.

b. CONUS-to-OCONUS and OCONUS-to-OCONUS. Except when otherwise authorized in this instruction, members must not depart CONUS or other departure ports unless they have obtained the obligated service retainability for the prescribed OCONUS tour either accompanied or unaccompanied.

c. OCONUS-to-CONUS. Requires a minimum 1-year military service retainability. To better employ those members with limited retainability, COMNAVPERSCOM (PERS-4) is authorized to extend the member's overseas tour involuntarily under the following conditions in subparagraphs 9c(1) and 9c(2).

(1) Members within 11 months of separating and assigned to a duty station where an accompanied tour is authorized may be retained at that duty station until they are returned to CONUS for separation.

(2) Members within 6 months of separating and assigned to a dependent-restricted duty station may be retained at that duty station until they are returned to CONUS for separation.

d. Exceptional Moves. Members reassigned CONUS-to-CONUS or OCONUS-to-CONUS should have a minimum of 6 months service retainability at the gaining command if subject to the following situations: exceptional family member program (EFMP) enrollment, humanitarian reasons, assignments to and from confinement for prisoners, reassignment for the purpose of standing trial, reassignment from patient status (for members who cannot effectively be used at or in the vicinity of the duty station), and members returning from operational contingencies overseas (operations in hostile environments).

10. TOS Requirements. TOS requirements are established to enhance operational readiness by stabilizing members in units, reducing PCS costs, and improving quality of life by reducing personal stability or family stability, or both. When all other factors are equal, TOS is the primary consideration in selecting members for reassignment unless the requirement is authorized assignment incentive pay. TOS is computed from the month of arrival to the month of departure.

a. TOS for sea duty and hardship duty with deployment-designated Fleet Marine Force units is established by Chief of Naval Personnel, as prescribed by references (b) and (c). Tour length for sea duty requires the same justification and policy management as other tours, regardless of location.

b. TOS for overseas assignments is discussed in paragraph 11.

c. The minimum TOS requirement for all shore assignments within CONUS is 36 months. Waivers are authorized on a case-by-case basis if the individual under consideration is the most qualified available. COMNAVPERSCOM (PERS-4) O-6 level approval is required when members have less than 3 years, but more than 2 years TOS. COMNAVPERSCOM (PERS-4) flag officer approval is required when members have less than 2 years TOS.

d. COMNAVPERSCOM (PERS-4) may reassign members within or from CONUS before completing the minimum TOS requirements under certain circumstances and despite the limitations outlined above in subparagraphs 10a through 10c. Authorized assignment exceptions are listed below in subparagraphs 10d(1) through 10d(24).

(1) A CONUS shore stationed member reassigned to an OCONUS, sea, or deployment-designated Fleet Marine Force unit tour.

(2) A member in a rating with a sea or shore rotation of 48 or 36 months (respectively) or greater, assigned from shore to sea duty, in which case a minimum of 2 years TOS is required.

(3) A member assessed, reassigned to a different duty station for initial skill training, or separated.

(4) A member reassigned to a different duty station for training or educational purposes.

(5) A move resulting from a major weapon system change or unit conversion (e.g., a change from one type of aircraft to another). This exception does not cover moves associated with replacing a member selected for a new weapon system or unit.

(6) A member selects another location as a condition to reenlistment. A 1-year TOS minimum is required before reassignment to the chosen location.

- (7) A member requests another location in conjunction with an established program to keep uniformed service couples together. A 1-year minimum TOS applies.
- (8) A member assigned to OSD, the Office of the Chairman of the JCS, or a Defense agency billet where the tenure is limited to a shorter tour by statute or other directive.
- (9) A member serving under a DoD program, which prescribes different assignments for staffing management positions in support activities.
- (10) A member reassigned under EFMP.
- (11) A member reassigned for humanitarian reasons.
- (12) A member reassigned to a different duty station in preparation for a unit deployment or move or rendered excess as a result of such a deployment or move.
- (13) A member being considered for reassignment is a first-term Sailor.
- (14) A member in a specialized skill (e.g., medical doctor), serving in an assignment listed in reference (b), article 1301-110, for the purpose of validating credentials or for developing expertise before being assigned to independent duty without supervision.
- (15) A member disqualified for a specific duty as a result of losing a security clearance or professional, nuclear, or medical qualification to perform, and where it has been determined that no vacant position exists within the same geographical location in which the member may serve pending requalification or recertification.
- (16) A member reassigned for the purpose of standing trial as a prisoner, including assignment to and from confinement.
- (17) A member reassigned from patient status.
- (18) Member curtailed due to the travel restriction for pregnancy of the member or spouse, or reassigned for the purpose of receiving adequate medical care. This includes curtailments of female members from unaccompanied tours due inadequate obstetric care.
- (19) Member involved in incidents that cause serious adverse publicity or embarrassments to the U.S. Government that may jeopardize the mission or that indicate the member is a potential defector.

(20) Member or dependents threatened with bodily harm or death and circumstances are such that military authorities or civilian authorities or both are unable to provide for their continued safety. Area commanders will verify that the threats and circumstances are within reference (a) requirements.

(21) Member completes or is eliminated from a training or education program.

(22) Member reassigned using an low cost move or permanent change of activity.

(23) The Secretary of Defense authorizes completion of a tour of duty in a joint assignment and the action would otherwise require waiver of a TOS requirement.

(24) Member rendered in excess of policy prescribed in subparagraph 7n.

e. SECNAV may waive TOS requirements on a case-by-case basis for assignments other than those listed above in subparagraphs 10d(1) through 10d(24). COMNAVPERSCOM (PERS-4) is the waiver authority for assignment within or from CONUS (including assignments from shore to sea duty) and for the curtailment of overseas tours as prescribed in reference (a).

11. OCONUS Duty

a. OCONUS Tour Lengths. Tour length requirements OCONUS are prescribed by DoD. Shore duty tour lengths are assigned and prescribed in AP-TL-01 of reference (e) and reference (g) for forward-deployed naval forces for Japan, Guam, and Rota. Sea duty tour lengths are prescribed by SECNAV guidance in references (b) and (c), and major command (O-6), commander command, and early command apportionment plans. Sea duty will not exceed the DoD applicable tour except where authorized in references (a), (e), and (g). OCONUS sea duty tours will generally conform to the DoD prescribed shore tour except where strong evidence dictates that the sea tour length should differ.

b. Tour Length Changes. Prescribed OCONUS tour lengths reflect the general desirability of each location as well as force protection and anti-terrorism considerations. Recommended additions or changes to OCONUS tour lengths will take into account the full range of facilities both on and off base. SECNAV or the combatant command (COCOM) authority concerned will submit such requests via enclosure (3) of reference (a). Requests for changes to sea duty tour lengths are managed solely by the Navy and should be submitted to Office of the Chief of Naval Operations Head, Military Pay and Compensation Branch (OPNAV (N130)). Requests must be fully justified based on the guidelines established in enclosure (6) of reference (a), and must include a completed tour-length data sheet found in enclosure (7) of reference (a).

c. Alaska and Hawaii. Members assigned to Alaska and Hawaii must serve a minimum tour of 36 months unless otherwise indicated in references (a) and (b). No maximum tour length is set for Alaska or Hawaii.

d. Medical Exception. Exceptions to OCONUS tour lengths are made for medical officers with specialties, determined by SECNAV in consultation with the Surgeon General of the Navy, specifically prescribed in reference (b). They are authorized to serve 2-year accompanied tours in long-tour areas. Movement of dependents overseas must be contingent upon the officers being entitled otherwise to travel and transportation of dependents and shipment of household goods (HHG) at Government expense.

e. Key Billets. Designations which require the member to serve 24 months, even if the member declines to serve the tour accompanied, and will be established only at OCONUS duty stations where the accompanied tour is at least 24 months. Officers, warrant officers, or senior enlisted members (E-8 and E-9) assigned to designated key billets must serve the accompanied tour length, regardless of accompanied status. Key billet designation must be reserved for short tour areas and only those positions where the continued presence of an officer, warrant officer, or senior enlisted member (E-8 and E-9) is determined to be absolutely essential to the mission of the activity or unit, or to U.S. presence in that area.

(1) Because of the duties involved and the mandatory requirement to serve the accompanied tour length, requests to designate an OCONUS billet or position as a key billet will be submitted in writing by the theater commander or COCOM via the Chairman of the JCS to the approval authority listed below in subparagraphs 11e(1)(a) through 11e(1)(c). Inclusion of such requests in changes to manpower documents is inappropriate.

(a) The JCS for Joint Staff and other activities under its cognizance.

(b) The Under Secretary of Defense, Personnel and Readiness for activities under OSD cognizance.

(c) When the above subparagraphs 11e(1)(a) and 11e(1)(b) do not apply, submit requests directly to OPNAV (N130) as delegated by SECNAV.

(2) The position of chief, security assistance officer must be designated as a key billet, unless circumstances dictate otherwise or if command-sponsored dependents are not authorized.

(3) A position may not be designated as a key billet unless all of the provisions in subparagraphs 11e(3)(a) through 11e(3)(d) apply (exceptions may be authorized by the Under Secretary of Defense, Personnel and Readiness).

(a) Position is an authorized officer, warrant officer, or senior enlisted member (E-8 and E-9) assignment.

(b) Government-furnished family quarters are available.

(c) Concurrent travel of dependents is authorized.

(d) An accompanied tour of 24 months is authorized.

f. Computation of Overseas Duty

(1) Time creditable as overseas duty for PCS begins with the day departed from CONUS, and ends with the day of return to a CONUS port.

(2) Authorized leave taken in CONUS while en route from one OCONUS duty station to another OCONUS duty station will be excluded from the computation.

(3) Authorized leave taken OCONUS en route to an OCONUS duty station will be excluded from the computation.

(4) Members with dependents enrolled in the EFMP, who are reassigned from overseas under the conditions outlined in DoD Instruction 1315.19 of 19 April 2017, will be credited with having completed the overseas tour.

g. Determination of Type of Overseas Tour

(1) Members assigned OCONUS who are accompanied by command-sponsored dependents will serve the prescribed accompanied tour.

(2) Members who acquire dependents while on duty OCONUS, in order to acquire command sponsorship for the dependents, must agree to serve the equivalent of the TOS requirements for the prescribed accompanied tour or an additional 12 months after approval of command sponsorship, whichever is longer.

(3) Members serving a dependent-restricted tour will serve the prescribed unaccompanied tour. If the dependent restriction is removed after the member's arrival, then the member will be given the opportunity to serve the accompanied tour and request command sponsorship. When the member is eligible to serve the accompanied tour and is approved for command sponsorship, the member's dependents will be provided transportation at Government expense to the member's duty station, regardless if they were previously relocated to a designated place. The member must serve the full accompanied tour starting when the dependents are command-sponsored.

(4) Members without dependents or members with dependents who, for either voluntary or involuntary reasons, are not accompanied or joined by command-sponsored dependents, will normally serve the prescribed unaccompanied tour when assigned overseas, unless otherwise approved or directed. The authorized exception to this policy is: career members who have no dependents in their household, are not married to another member, and are assigned to tour areas overseas will serve a minimum of the unaccompanied tour.

(5) Members married to other members must serve tour lengths as per the below subparagraphs 11g(5)(a) through 11g(5)(d).

(a) Married members accompanied or joined by command-sponsored dependents must serve the accompanied tour length.

(b) Married members assigned to the same OCONUS location must each serve the accompanied tour length when such a tour is prescribed for the location. The lack of concurrent travel, for whatever reason, does not alter that requirement. The projected rotation date (PRD) of the first member who arrives at the location may be adjusted to coincide with the PRD of the member arriving later so that both members will serve at least the prescribed accompanied tour.

(c) Married members assigned to different locations must serve the unaccompanied tour. If these members establish a joint domicile (e.g., reside together in Government approved family housing), they must serve the accompanied tour for their respective assigned locations.

(d) If a member marries another member while both are assigned OCONUS, their original tours will be maintained. Exceptions to this policy include members who voluntarily agree to serve a longer (accompanied) tour at that location. If dependent command sponsorship is involved, the provisions of subparagraph 11g(3) apply.

h. Tour Elections. A member selected for and assigned to an OCONUS duty station where the accompanied tour is authorized and who is eligible for Government funded travel and transportation of dependents and shipment of HHG may agree to voluntarily serve either the accompanied or unaccompanied tour. Members eligible to elect either tour length must be counseled upon notification of their assignment to choose the unaccompanied tour unless certain that travel of their dependents or shipment of HHG, or both, to the new OCONUS duty location is not presently desired and will not be desired before the member's reassignment from the OCONUS duty station. The associated entitlements to move HHG and dependents are prescribed in reference (e).

i. Consecutive Overseas Tour (COT). The Navy encourages eligible members to volunteer for COTs by providing transportation benefits for members and dependents at the overseas location. Though involuntary COTs may be directed, it is preferred that COTs be voluntary. To maximize COT benefits, prescribed in reference (b), article 1050-410, members must meet prior tour obligations before reassignment. The Navy realizes that the exigencies of naval service may result in the early reassignment of a member. Such actions must be minimized. The medical needs of family members must be reviewed prior to granting approval of any accompanied COT.

(1) In-Place Consecutive Overseas Tours (IPCOT). Upon completion of the initial tour, including voluntary extensions, members serving on either an accompanied or unaccompanied tour may request an IPCOT. The member thereby agrees to serve another complete tour at the same location, either for an accompanied or unaccompanied tour. Regardless of the initial tour

obligation or the tour length that the member subsequently elects to serve, they must serve the minimum prescribed tour length. No waivers are authorized for tour length exceptions.

(2) Intra-Theater or Inter-Theater COT. Intra-theater or inter-theater COT requires PCS funded orders.

(a) These types of assignments require the PCS movement of the member and their dependents, if accompanied, to a new geographic location outside the local commuting area of the current permanent duty station. When reassigned on these types of COTs, members will be given the opportunity to serve the accompanied tour, if authorized at the new duty station, or the unaccompanied tour. Members reassigned on intra-theater or inter-theater COTs must serve the prescribed tour lengths at both duty stations. Dependents must be command sponsored at both permanent duty stations and accompany the member to the new permanent duty station to qualify for COT benefits.

(b) For members assigned COTs, SECNAV, delegated to COMNAVPERSCOM (PERS-4), may authorize on a case-by-case basis an exception to the requirement for serving the prescribed tour lengths at both duty stations. Authority to grant waivers is only for exceptions which results in the member serving at least the equivalent of two unaccompanied tours prior to being reassigned. For Alaska and Hawaii, the equivalent of two unaccompanied tours is defined as 48 months when moving between 36-month minimum tour locations. For COTs involving a 36-month minimum tour and another tour length location in either Alaska or Hawaii, the equivalent of two unaccompanied tours is defined as 24 months for the 36-month minimum tour location plus the length of an unaccompanied tour for the other location. Only SECNAV may approve exceptions that would allow a member to serve less than the equivalent of two unaccompanied tours.

(c) Members rendered in excess of manning requirements at their duty station may retain their original tour completion date as long as initial tour elections, accompanied or unaccompanied, are not changed and that they have at least 12 months in theater retainability after arrival at the new duty station.

j. COTs for Security Cooperation Organization (SCO) Personnel. COTs of duty in a chief SCO position will be subject to approval of the Director, Defense Security Cooperation Agency (DSCA). Both the Navy and the responsible COCOM must review such reassignments.

k. Leave Travel in Connection with Consecutive Overseas Assignments

(1) References (e) and (h) stipulate that members stationed OCONUS who are ordered to an IPCOT or who are reassigned PCS to another OCONUS duty station may be paid travel and transportation allowances in connection with authorized leave from their last permanent duty station. These allowances may also be paid for the member's dependents when they accompany the member in a command sponsored status at both the member's current and new permanent

duty station. Travel allowance must not exceed those authorized by reference (e). Both tours must be tours prescribed in references (e) or (h), whether at the same duty station or a new duty station.

(2) The requirements to be eligible for COT benefits are contained in the below subparagraphs 11k(2)(a) through 11k(2)(c).

(a) Members serving an IPCOT must complete their initial tour, to include voluntary extensions. They must agree to serve the elected prescribed tour length at the new permanent duty station.

(b) For dependents to be eligible for the allowances outlined in reference (e), the member must serve an IPCOT or must be reassigned to an accompanied tour. Their dependents must also be command sponsored.

(c) Member must have sufficient retainability for an IPCOT or PCS move to a new OCONUS duty station.

(3) To receive travel and transportation allowances authorized in reference (e), a member reassigned PCS to another OCONUS duty station must serve the prescribed tour as stated in subparagraphs 11i(1) and 11i(2).

1. COT Elections (dependents or HHG or both). Members stationed OCONUS who are selected to serve in a COT will have the tour-election options cited below in subparagraphs 11l(1) through 11l(4).

(1) Unaccompanied to Unaccompanied Tour. SECNAV approval is required to relocate dependents or HHGs or both from a previously approved designated place, for which dependents were provided funded travel, to a new designated place, which requires funded travel. This authority must not be delegated. Submit requests to OPNAV (N130).

(2) Unaccompanied to Accompanied Tour. Relocating dependents or HHGs or both from a previously approved designated place to the member's new permanent duty station (current permanent duty station for those selected for an IPCOT) will be approved only if dependents are screened as suitable for overseas duty prescribed in reference (f), and granted dependent entry approval where applicable.

(3) Accompanied to Unaccompanied Tour. Members either electing or required (reassigned to a dependent-restricted tour) to serve an unaccompanied tour when reassigned PCS or selected for an IPCOT will be given the opportunity to relocate their dependents or HHGs or both to a designated place CONUS, non-foreign OCONUS, or another OCONUS areas if authorized by references (a) and (e).

(4) Accompanied to Accompanied Tour. Members electing or required to serve an accompanied tour when reassigned or selected for an IPCOT will have the opportunity to relocate their dependents or HHG or both to the new permanent duty station. Relocation of family members must be approved only if they are screened as suitable for the overseas area, per reference (f), and granted dependent entry approval where applicable. Members assigned to key billets may elect to serve without their dependents and relocate their dependents or HHGs or both to a designated place in CONUS, non-foreign OCONUS, or another overseas area authorized by references (b) or (e) or within this instruction. The member must serve the accompanied tour. Members being reassigned on a COT under this subparagraph must be authorized concurrent travel.

m. Members Stationed OCONUS. Members stationed OCONUS and acquiring dependents after the effective date of their PCS orders may be authorized to serve the accompanied tour if their dependents are eligible and approved for command sponsorship.

n. Curtailment of Overseas Tours. To enhance stability for the member and activity, and to offset the costs associated with overseas assignments, members must serve the tour lengths for which they are assigned. While the needs of the Navy may require reassigning members before they complete prescribed tours, such decisions must be kept to the absolute minimum. A curtailment may be granted on an individual case-by-case basis if it is the only recourse available, and if it is in the best interest of the Navy. Requests must originate at the O-6 level and must be approved by COMNAVPERSCOM (PERS-4). Curtailment of tours for members assigned to SCO, senior defense officials, and defense attaché positions requires COCOM concurrence, and Directors of DSCA and Defense Intelligence Agency approval.

o. Early Return. Members whose dependents are authorized early return transportation from overseas under provisions of reference (e) are required to complete the prescribed accompanied tour. Tour adjustments may be approved by COMNAVPERSCOM (PERS-4) only for bona-fide hardships. Requests for such adjustments will include all pertinent information, including the reasons for early return of dependents.

p. Overseas Tour Extensions

(1) Voluntary Extensions. The Navy encourages members to extend overseas tours voluntarily. Longer tours provide a higher degree of continuity in the unit, increase the stability of the member and family when accompanied, and reduce PCS costs by eliminating the moves of both the member and their replacement. These objectives are not the only reason that extension requests may be approved. Each request must stand on its individual merits, and approval or disapproval is based on whether the best interests of the Government are served by retaining the member overseas.

(2) Statutory Limitations. While there are no statutory limitations on the amount of time a member may remain overseas, the Navy may establish limitations on the total length of time a

member may extend an original tour length at a specific duty station. Except for entitlements available to certain enlisted members (see subparagraph 11p(3) below) and members extending their overseas tours to obtain command sponsorship of their dependents, there are no entitlements for extending overseas tours.

(3) Overseas Tour Extension Incentive Program. Under the authority of section 705 of Title 10, U.S. Code, and section 314 of Title 37, U.S. Code, SECNAV may offer specific entitlements to certain enlisted members for extending their overseas tours by 1 year. These benefits can include non-chargeable leave, travel to the port of debarkation in CONUS, or cash payment. Refer to reference (b), article 1306-300, for all eligibility requirements and entitlements.

(4) Involuntary Extensions. The Navy may retain members OCONUS beyond their original PRD for: investigation or trial by U.S. Military or foreign authorities, completion of administrative actions, or when they lack the required military service retainability as outlined in paragraph 9. COMNAVPERSCOM (PERS-4) will make such decisions on and may also involuntarily extend members up to 180 days on a case-by-case basis or under any of the below circumstances in subparagraphs 11p(4)(a) through 11p(4)(c).

(a) Member's presence is required to meet critical and immediate operational needs.

(b) Member has been selected for training or education and the class start date does not reasonably coincide with the member's tour completion date.

(c) Member is assigned to a unit being deactivated or a base that is closing.

(5) Special Extensions. The voluntary or involuntary extension of a member serving OCONUS in a senior defense official or defense attaché position is subject to the approval of the Directors of Defense Intelligence Agency and DSCA, in coordination with the COCOM concerned. Extension of a member serving in a chief SCO position is subject to the approval of the Director of DSCA, in coordination with the COCOM concerned. The COCOM approves extensions in other SCO positions.

q. Members Who Are a Sole Surviving Son or Daughter. Members who are a sole surviving son or daughter may not be assigned to a PCS, a temporary duty assignment, or duties involving combat with the enemy if they, one of their parents or their spouse, submits a written request for non-combat duty. On approval of such a request, the sole surviving member must not be assigned to any overseas area designated as a hostile-fire or imminent danger area or to duties that regularly may subject them to combat with the enemy. Policies concerning assignments, assignment restrictions, eligibility criteria, and waivers for sole surviving members are prescribed by reference (a).

r. Assignment to Designated Hostile-fire or Imminent-danger Areas. Assignment to hostile-fire or imminent-danger area, as prescribed by reference (i), must be shared equally by all similarly qualified members. Exceptions for assignment to duty in a designated hostile-fire area or imminent danger area are prescribed in reference (a).


12. Conflicting Directives. When provisions of references (a) and (e), or other Navy directives, appear to conflict with this instruction, submit a request for clarification to OPNAV (N130).

13. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

14. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV (N130) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 10. If the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

DEFINITIONS

1. Accompanied Tour. An overseas duty station assignment where the member may be authorized to be accompanied by command-sponsored dependents.
2. Active Duty. Full-time duty in the active service of a Military Service. Includes full-time training duty; annual training duty; and attendance, while on active duty, at a school designated as Service school by law or by the Secretary of the Military Department concerned.
3. Career Service Members
 - a. Enlisted. Members who are serving under a second or subsequent enlistment contracts.
 - b. Officers. Ranks O-3 and above, all warrant officers, and all limited-duty officers.
4. Combatant Command (COCOM). A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments.
5. Consecutive Overseas Tour (COT). PCS reassignment of a member from one overseas duty station to another overseas duty station.
6. Continental United States (CONUS). The contiguous 48 States and the District of Columbia. This definition excludes the states of Alaska and Hawaii.
7. Date of Separation. The date a member leaves the active Military Service to include mandatory separation or approved retirement date, mandatory release date, expiration of service agreement date, or completion of enlistment date.
8. Dependency Status
 - a. Acquired Dependent. A member's dependent acquired through marriage, adoption, or other action during the course of their current tour of duty. This term does not include those individuals dependent upon the member or children born of a marriage that existed before commencement of the current overseas tour. Depending on individual status-of-forces agreements, U.S. statutes, congressional guidance, DoD policy, or Service regulations, these dependents may be denied access to certain dependent support facilities.
 - b. Command-Sponsored Dependents. Dependents of a member residing with the member at their duty station overseas, where the accompanied tour is authorized and the Service member is authorized to serve said tour, and where dependents meet the conditions in subparagraphs 8b(1) and 8b(2) below.

(1) Dependents are authorized by the appropriate authority to be at the member's duty station.

(2) The member is authorized cost of living allowance (COLA) and temporary lodging allowance at the with-dependent rate, as a result of their dependent residence in the vicinity of the member's duty station.

c. Non-Command-Sponsored Dependents. Dependents of a member residing with the member at their duty station overseas where an accompanied tour may or may not be authorized. These dependents are not provided transportation to and from the overseas duty station at U.S. Government expense. Their presence does not entitle the member to COLA and temporary lodging allowance at the with-dependent rate. These dependents may be either acquired dependents or individually sponsored by the member into the command without endorsement by the appropriate authority. Depending on individual status-of-forces agreements, U.S. statutes, congressional guidance, DoD policy, or Service regulations, these dependents may be denied access to certain dependent support facilities.

9. Dependent. Defined by section 401 of Title 37, U.S. Code. For the purposes of this instruction, military couples are not considered dependents of each other.

10. Dependent-Restricted Tour. Any overseas duty station with an established tour that does not permit command-sponsored dependents. Includes stations where command-sponsored dependents may be authorized, but where the member is not eligible to serve the accompanied tour, as in the Republic of Korea.

11. Designated Place. A CONUS or non-foreign OCONUS location chosen to establish a residence until further U.S. Government transportation of dependents is authorized. Can also include the previous overseas permanent duty station the dependents have not yet departed, a follow-on overseas permanent duty station to which the sponsor has orders to report, or a foreign-born spouse's native country if specifically authorized in this instruction.

12. Expiration of Active Obligated Service (EAOS). The date a Navy member completes the military service required by an enlistment contract, referred to as expiration of term of service by DoD.

13. First-Term Member. Any member not a career Service member.

14. Flag Officer. Officer in the rank of O-7 and higher. To request certain actions or approve certain actions or both outlined in this instruction that require flag officer action, the officer approving or requesting must actually be serving in a flag officer billet.

15. Home Basing. The practice of returning a member to the previous permanent duty station or location after completing a dependent-restricted overseas tour or Service-designated sea duty.

16. Household. The member and those dependents, as defined by reference (e), who reside with the member for over one-half of their support.
17. Household Goods (HHG). Items associated with the home and personal effects belonging to a member and the member's dependents on the effective date of the member's permanent or temporary change-of-station orders that can be legally accepted and transported by an authorized commercial carrier. Further clarification is contained within reference (e).
18. In-Place Consecutive Overseas Tour (IPCOT). A prescribed tour following the completion of an initial overseas tour, including voluntary extensions, which a member agrees to serve at the same permanent duty station. No PCS movement is involved for a member. However, dependents or HHG or both can be transported at Government expense. Curtailment of the initial overseas tour is not authorized.
19. Inter-Theater COT. A PCS reassignment between theaters (e.g., from the Pacific to the European theater).
20. Intra-Theater COT. A PCS reassignment within a particular theater (e.g., from Germany to Spain).
21. Key Billet. An overseas position (officer, warrant officer, or senior enlisted member positions only) where it is determined that the continued presence of the incumbent is absolutely essential to the mission of the activity, unit, or presence of the United States. Designation as a key billet requires the incumbent to serve at least a 24-month tour, whether serving accompanied or unaccompanied.
22. Low Cost Move. A PCS for which the total expected cost, including the member's travel and transportation allowances and dislocation allowance, if applicable, does not exceed \$1,000.00. Low cost moves are not curtailments and do not require TOS waivers that are required for other moves. It is not necessary to adjust the member's original tour completion date, nor for the member to have service retainability beyond the original tour completion date.
23. Member. A person of the Military Services.
24. Military Couple. Service member married to another Service member, both of whom are on active duty in any of the Military Services.
25. Military Services. The Army, the Navy, the Marine Corps, and the Air Force.
26. Non-Foreign OCONUS. The states of Alaska and Hawaii, the Commonwealths of Puerto Rico, the Northern Marianas Islands, Guam, or another U.S. territory or possession.

27. OCONUS and Overseas. Any area of the world other than CONUS and non-foreign OCONUS.

a. Long Tour. A tour of duty in an overseas location where the tour length is equal to or greater than the 36-month accompanied tour and the 24-month unaccompanied tour.

b. Short Tour. A tour of duty in an overseas location where the tour length is less than the 36-month accompanied tour or the 24-month unaccompanied tour.

28. Permanent Change of Assignment. A transfer between permanent assignments where entitlement to move HHG goods or to travel payment or both does not exist. This also defines a no-cost move.

29. Permanent Change of Station (PCS). The assignment, detail, or transfer of a member or unit to a different permanent duty station under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new permanent duty station, or direct return to the old permanent duty station.

30. Permanent Duty Station. The installation of duty or official duty station of a member or invitational traveler, including a ship for the purpose of personal travel and transportation of the member's unaccompanied baggage located on board the ship. The homeport of a ship or of a ship-based staff (to which a member is assigned or attached for duty other than temporary duty) is the permanent duty station for dependent transportation, CONUS COLA, transportation of HHG, mobile homes or privately owned vehicles, and geography-based station allowances, and overseas housing allowance.

31. Prescribed Tour Length. The period of time established for tours in specific geographic locations CONUS, overseas, or at sea.

32. Sea Duty. Assignment to a ship or deployable unit stationed ashore.

33. Sole Surviving Child Dependent(s). The only remaining child where, not through intentional misconduct or willful neglect, the parents or more sibling(s), while in Military Services was:

a. killed in action or died from wounds, accident, or disease;

b. captured or missing-in-action status; or

c. permanently 100 percent physically or 100 percent mentally disabled as determined by the Department of Veterans Administration or one of the Military Services.

34. Temporary Duty. Duty at one or more locations, other than the permanent duty station, where a member performs temporary duty under orders providing for further assignment, pending further assignment to a new permanent duty station, or pending return to the old permanent duty station after completing the temporary duty.
35. Theater. The geographical area for which a COCOM has been assigned military responsibility.
36. Time On Station (TOS) Requirement. The elapsed period of time a member has been permanently assigned to an installation, naval vessel, or other authorized assignment location.
37. Tour of Duty. Military duty when assigned to a military installation or activity permanently located at a land station either CONUS or OCONUS. Military duty when assigned to a ship or unit during a prescribed sea tour.
38. Unaccompanied Tour. The authorized tour length at a specific overseas duty station for members who are not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is considered to be a dependent-restricted tour.
39. United States. The 50 states and the District of Columbia.