

MILPERSMAN 1301-818

PROCEDURES FOR OFFICERS NOT DESIRING ORDERS TO COMMAND OR EXECUTIVE OFFICER

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
---------------------------	--------------------------	--------	------------	----------------------------

References	(a) OPNAVINST 1811.3
-------------------	----------------------

1. **Policy.** In those instances when an officer has been screened for commanding officer (CO) or executive officer (XO) but does not desire orders, the following procedures apply:

a. Officers indicating non-acceptance of these orders will be required to submit an official notification to Navy Personnel Command (NAVPERSCOM). This letter and the results of subsequent actions will become part of the officer's official record.

b. Upon receipt of a written request to decline orders to command, cognizant NAVPERSCOM division directors will originate a memorandum to Chief of Naval Personnel (CHNAVPERS) for NAVPERSCOM, Assistant Commander Navy Personnel Command for Career Management (ACNPC) (PERS-4) signature discussing the circumstances.

c. If retirement in lieu of orders is contemplated, reference (a) and MILPERSMAN 1810-020 also apply.

d. Final disposition of all cases will be determined by Commander, Navy Personnel Command (COMNAVPERSCOM).

e. The decision to decline command is a professional decision by the officer concerned.

(1) This decision is limiting, however, only with respect to assignment to command.

(2) Officers who have turned down command remain eligible for assignment to billets, ashore or afloat, in their warfare specialty or subspecialty, subject to needs of the Navy.

2. **Command De-Screening.** Prior to assignment of screened officers to command, NAVPERSCOM assignment officers, placement

officers, and assignment division directors will screen each record to ensure there has been no decline in an officer's performance.

a. Recommendations for de-screening will be forwarded from ACNPC (PERS-4) to CHNAVPERS for the final decision. An appropriate type of notification letter signed by CHNAVPERS shall be sent to the affected officer.

b. Command boards will review records of those officers previously screened but not yet assigned to ensure there is no decline in performance subsequent to the original screening.

c. Officers de-screened as a result of the review will be notified by letter signed by CHNAVPERS.

3. **Procedures for Officers not desiring an XO Assignment.** In those instances when an officer has been screened for XO but does not desire orders to an XO billet, that officer will be required to submit an official letter to ACNPC (PERS-4) declining such an assignment.

a. ACNPC (PERS-4) will respond to an officer's declination letter with a de-screening letter that will be sent to the officer and to the officer's permanent official record.

b. These officers will remain eligible for assignment to other billets subject to needs of the Navy.

4. **Procedures for De-Screening for XO.** XO boards will review records of those officers previously screened but not yet assigned to ensure no decline in performance subsequent to original screening.

a. Officers de-screened as a result of the screening board review will be notified by letter, signed by COMNAVPERSCOM.

b. Officers will also be de-screened as a result of their declination of an XO assignment.

c. ACNPC (PERS-4) will respond to an officer's declination letter with a de-screening letter that will be sent to the officer and to the officer's permanent official record.