

MILPERSMAN 1306-1002

GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD 2000) PROGRAM

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

1. **Policy.** The Guaranteed Assignment Retention Detailing (GUARD 2000) Program offers two guaranteed assignments within a 20-year career time frame for active duty USN, USNR-R (FTS), and USNR members in return for a 4-, 5-, or 6-year reenlistment.

a. **First Guarantee.** The first guaranteed assignment must be used during member's first reenlistment. Tour length waivers of up to 18 months of a prescribed sea tour (PST) will be considered on a case-by-case basis.

b. **Subsequent Guarantees.** Members who are in their second or subsequent term are entitled to one additional guaranteed assignment under this program.

c. The GUARD 2000 assignment is the result of negotiations between the member and the detailer (the detailer has greater latitude in assigning members to lower priority billets for a longer reenlistment period) for a mutually agreeable assignment. **All assignments must be to valid billets.**

2. **General Eligibility Requirements.** All members, E-4 through E-9, USN, USNR-R (FTS), and USNR on active duty with less than 17 years of active military service, and E-3 members who have passed an E-4 examination and meet all other criteria for advancement, may apply for the program.

a. Members must be eligible for reenlistment per MILPERSMAN 1160-030.

b. Members must reenlist for a minimum of 4 years beyond their expiration of active obligated service (EAOS) as extended.

c. Members may reenlist prior to any signed extension agreement of 24 months or less becoming operative; however, in so doing the member must agree to reenlist for a period equal to the unexecuted extension plus 4 years, up to a maximum total of 6 years.

d. **Assignments are intended to be made for transfer when EAOS and projected rotation date (PRD) coincide** (with the exception of first-term members where assignments may be made at initial EAOS).

e. **Contact the detailer** and apply 6 to 9 months prior to EAOS, or EAOS as extended.

f. If currently assigned overseas, must complete prescribed Department of Defense (DOD) area tour.

g. Members whose completion of the specified activity/area tour is **more** than 9 months in the future may request a general assignment guarantee for execution at PRD (e.g., coast or general overseas area, etc.)

h. As an alternative to the general assignment procedures above, members may extend enlistment to complete the specified activity tour per MILPERSMAN 1160-040 in order to move EAOS out to coincide with PRD to negotiate for a specific assignment guarantee.

i. Member's eligibility for a GUARD assignment remains unless the member is in receipt of orders.

3. **First-Term Member Eligibility Requirements**. First-term members (non-careerists) are defined as members in paygrade E-6 or below who are not in their second or subsequent enlistment. For GUARD purposes only, first reenlistment is defined as member's first immediate reenlistment - that is, there has been no lapse in active service. Any broken service, whether Navy or in any other component of the armed services, will not be considered as a first reenlistment under this program.

a. First termers may request transfer in conjunction with a GUARD reenlistment to complete PST at another command of same duty type. Transfer to another command for completion of PST requires a tour of at least 24 months.

b. Tour length waivers of up to 18 months of a PST for first-term members reenlisting under the GUARD 2000 Program will be considered on a case-by-case basis.

c. Tour length waivers offered under the GUARD 2000 Program are constantly reviewed and revised to be the most responsive to needs of the Navy in consideration of overall manning. For this reason, options for members of different ratings, sea/shore eligibility, etc., may vary widely as standardization could be

achieved only at the expense of program degradation. Contact rating detailers to determine rating exceptions.

d. Approval of waivers will be based on the following:

(1) Manning of rate/rating.

(2) Amount of PST being waived.

(3) Amount of time obligating. In all cases, the period of reenlistment will be sufficient to ensure at least 1 year of sea duty following the GUARD shore tour.

(4) Priority of requisition available to fill request.

4. Amplifying Remarks

a. Guaranteed duty assignment is interpreted as being either

(1) type ship/type aircraft, or

(2) homeport for sea duty, or

(3) shore duty in a specific geographic location, or

(4) a mutually agreeable billet/unit identification code (UIC) as negotiated by the member and their detailer.

b. Specific geographic location is determined by the detailer and member on a case-by-case basis, but can be a city, fleet concentration area, state, coast, country, etc.

(1) The above cannot be combined on the contract. Type ship cannot be combined with a homeport.

(2) Only one guarantee is authorized.

c. GUARD reenlistment incentive assignments are intended to be made for transfer at PRD equal to EAOS prior to an extension becoming operative. The type of guarantee will depend upon billet availability per manning control authority (MCA) priorities in the general area requested (e.g., coast, homeport, overseas area, etc.).

d. Although training may be included in GUARD orders if such training is required at the ultimate duty station, training **is not** a part of the GUARD guarantee.

e. Assignment of members with specialized skills and training to billets not requiring that training and experience must be justified, and will be carefully considered to ensure that the benefits to the Navy as a result of the assignment outweigh unfavorable impact on the Navy-wide manning of the specialty.

f. A career member who's PRD is adjusted to equal EAOS, because of an election not to obligate service (OBLISERV)/advises intent to separate at EAOS, is not GUARD eligible.

g. Since permanent change of station (PCS) funds must be closely managed, requests for high cost moves may be denied solely due to monetary constraints. Such assignments should not be listed as a single choice in GUARD requests.

h. With the exception of a limited number of assignments to general duty billets, such as recruiting, recruit division commander (RDC), etc., members who have received specialized training in a field or equipment will not be assigned to duty not connected with their specialty as a GUARD reenlistment incentive, if such assignment will impact unfavorably on the Navy-wide manning of the specialty.

i. SRB is not a guarantee of the GUARD 2000 Program. In-skill assignment of members who received SRB shall remain the highest priority.

5. **Procedures**. The following procedures will be followed for all members participating in the GUARD 2000 Program.

a. **Contact the detailer**, after counseling by the command career counselor, when within the eligibility zone (6-9 months prior to EAOS, or EAOS as extended) to discuss specific billets which may be available.

b. To ensure eligibility for GUARD and a full understanding of other benefits, which may be available in connection with reenlistment, members are encouraged to discuss their reenlistment intentions with the command career counselor and inform the counselor of communications with the detailer. If an assignment is agreed upon during the course of these informal communications, the GUARD message; NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request; or letter should be transmitted immediately indicating the tentative agreement for reenlistment incentive.

c. Submit all GUARD requests by routine message, NAVPERS 1306/7, or letter in the format prescribed in Exhibit 1 of MILPERSMAN 1306-1000.

d. All GUARD requests will be handled as **URGENT RETENTION ACTION ITEMS** by commanding officers (COs)/officers in charge (OICs).

e. Eligible members who, after appropriate counseling sessions with their command career counselor, are unable to contact their detailee should indicate a broad range of duty choices in the GUARD message, NAVPERS 1306/7, or letter request in order to minimize administrative requirements associated with the reenlistment assignment.

f. Inclusion of spouse's name, rate, social security number (SSN), Navy Enlisted Classification (NEC) code, duty station (DUSTA), PRD, and EAOS is required in cases concerning dual military couples.

g. Members requesting operational/overseas duty must satisfactorily complete screening prior to submission of GUARD request. Forward info copy to Navy Personnel Command (NAVPERSCOM), Distribution Management and Procedures Branch (PERS-451).

h. NAVPERSCOM will, upon receipt of the GUARD request and based on the commanding officer's endorsement, issue orders for assignment or offer the member an alternate assignment if the duty assignment originally requested is not available. Detailers will do the following:

- (1) Handle all GUARD requests promptly.
- (2) Verify eligibility.
- (3) If member is ineligible, send message advising reason for ineligibility and recommend alternate or proper course of action.
- (4) If member is eligible, verify billet availability.
- (5) If the requested billet is not available, send a message stating that requested billet is not available and offer specific alternatives (Exhibit 2 of MILPERSMAN 1306-1000).
- (6) If the requested billet is available, send a commitment message or special programs screening message (Exhibits 3 and 4 of MILPERSMAN 1306-1000), as applicable.

i. Nomination to special programs may delay the ultimate response to a GUARD request due to qualification screening requirement.

j. All approved GUARD requests are to be handled in a 2-step process; first a commitment message, followed by a set of orders.

k. Responses to message requests will be transmitted within 10 working days after receipt.

l. When writing orders ensure P-text P58008 (specific items to fill in) is included. No orders will be issued until an official request with command endorsement is received.

6. **Recording**. The enlisted orders will reflect one of the following statements, which the reenlisting command will transcribe onto Block 32 of the reenlistment contract:

- a. Type of ship. Example: Type of ship - (DDG)
- b. Homeport for Sea Duty. Example: Sea Duty - Norfolk, VA
- c. Shore duty in specific location. Example: Shore duty - San Diego, CA
- d. Split Tour. Example: Split tour - Homeport Charleston, SC or Split tour - Type ship (DDG)
- e. Enter activity name and UIC. Example: USS KITTY HAWK UIC 03363; or Naval Station, Mayport, FL UIC 60201

7. **Term of Guarantee**. Acceptance of a reenlistment incentive under the GUARD 2000 Program should be with the following understanding:

- a. Assignments are normally made for the appropriate sea, shore, or area tour.
- b. Should unforeseen circumstances necessitate voiding the guarantee through no fault of the member (e.g., base closure, billet reduction, homeport change, etc.)

(1) **within the first 12 months** after reporting aboard,

(a) member shall be permitted to renegotiate for a valid requirement in the same geographical area for completion of tour.

(b) in the event no valid requirement is available in the immediate area, the member may negotiate a follow-on assignment outside the current geographic location.

(2) **after the first 12 months** of reporting aboard, members will contact their detailer to negotiate a follow-on assignment. Although every effort will be made to successfully negotiate a follow-on assignment, the Navy's contractual obligation will be considered fulfilled.

c. The member must maintain eligibility as outlined in paragraph 2 of this article until the time PCS transfer is executed. In the event that a guaranteed assignment under this program is abrogated by the action of the servicemember (e.g., disciplinary action, disenrollment from essential en route training, loss of security clearance, etc.), the Navy shall be considered to have fulfilled the contractual agreement and the term of enlistment incurred by the member shall be binding. Incidents of a minor nature may be waivable, and requests for waivers shall be submitted to NAVPERSCOM, Enlisted Distribution Division (PERS-40) for determination.

8. **Members not Approved for GUARD 2000 Program.** Members who are not approved for assignment under the provisions of the GUARD 2000 Program by NAVPERSCOM (PERS-40) may still be reenlisted, provided otherwise qualified, under regular reenlistment procedures in accordance with current directives.