

MILPERSMAN 1306-412

NEW CONSTRUCTION, OVERHAUL (OVHL) /DEPOT MODERNIZATION PROGRAM (DMP) /CONVERSION OR DEACTIVATION/DECOMMISSIONING (DECOM)

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3633
			COM	(901) 874-3633
			FAX	882-2638

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (b) DOD 7000.14-R, Financial Management Regulations, Military Pay Policy and Procedures-Active Duty and Reserve Pay, Volume 7A (c) COMSUBLANT/COMSUBPACINST 1306.1 (d) OPNAVINST 3111.14V
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1. Policy

a. Members will be ordered to crews of nuclear powered submarines under construction and to SSBNs undergoing overhaul (OVHL) in two or more discrete increments.

b. Certain members of crews of submarines under construction or OVHL should be stabilized, so the submarine commences the construction or OVHL with an adequate number of members who will remain on board throughout the shipyard period, and a reasonable period thereafter, to provide necessary continuity and a training base for members reporting later in the construction or OVHL period. Members who are stabilized will commence rotation off the ship per the following schedule:

(1) **SSN new construction** -- in the 12 months after commissioning.

(2) **SSBN Trident new construction** -- in the 18 months after commissioning.

(3) **SSN OVHL** -- in the 12 months after OVHL completion.

(4) **SSBN (All) OVHL** -- in the 13 months after OVHL completion.

2. **References.** Commanding officers (COs) and executive officers of new construction, OVHL/depot modernization program (DMP)/conversion or deactivation/decommissioning (DECOM) units should review this article for specific requirements. The following additional references should also be reviewed:

Topic	Reference
Member's travel and/or per diem	NAVSO P-6034, Volume 1, chapters 4 & 5
Family member(s) travel	NAVSO P-6034, Volume 1, chapter 5, part C
Transportation of household goods	NAVSO P-6034, Volume 1, chapter 5, part D
Dislocation allowance	NAVSO P-6034, Volume 1, chapter 5, part G
Trailer allowance	NAVSO P-6034, Volume 1, chapter 5, part F
Family separation allowance	DOD 7000.14-R, Volume 7A, part 3
Manning requirements	COMSUBLANT/COMSUBPACINST 1306.1
Manning requirements	OPNAVINST 3111.14V

3. **Manning Procedures for New Construction Submarines.** Navy Personnel Command (NAVPERSCOM) will exercise assignment control and manning control for all enlisted manning requirements, with the exception of non-designated SN/FN, until manning control is shifted to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) at commissioning. Thereafter, manning requirements will be handled in the normal fashion by the designated Manning Control Authority (MCA).

a. **Filling Requirements.** Enlisted manning requirements for new construction submarines will be filled by volunteers and other eligible members who become available for assignment from sea/shore activities in the appropriate time frame.

b. **Nominating Additional Members.** When these sources are exhausted, the gaining MCA will be required to nominate additional members from the MCA's assets to complete the manning. NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403) will issue a modified Personnel Deficiency Report (PDR) to NAVPERSCOM (PERS-4013), with a copy to the gaining MCA,

type commander (TYCOM), and present immediate superior in command (ISIC).

c. **Screening.** All rated members and designated SN/FN volunteers or nominees for assignment to new construction submarines will be screened per this article and approved by NAVPERSCOM (PERS-403) prior to issuance of orders.

d. **NAVPERSCOM (PERS-4013) Responsibility.** NAVPERSCOM (PERS-4013) will ascertain eligibility and issue assignment directives for non-designated SN/FN.

e. **Control Arrival at Submarines.** To provide for efficient utilization of critical, highly trained and skilled manpower, NAVPERSCOM will ensure that members do not arrive at the submarines significantly earlier than when they can be effectively utilized.

f. **Modify Manning Directives.** The status of the submarines will be monitored by NAVPERSCOM, and manning directives will be modified as dictated by changes in the construction schedule.

g. **Issue Manning Directives.** To provide timely manning for submarines, NAVPERSCOM (PERS-403) will issue manning directives to NAVPERSCOM (PERS-4013) per the following schedule:

(1) **Twelve months prior to first increment manning date,** NAVPERSCOM will issue manning directives for new construction submarines to the MCA and NAVPERSCOM (PERS-4013).

(2) **Nine months prior to reporting date for each increment,** NAVPERSCOM (PERS-4013) will ensure manning requirements reflect in the personnel requisition.

(3) **Six months prior to the reporting date for each increment,** NAVPERSCOM (PERS-403) will identify all members who have been approved for assignment. Should NAVPERSCOM (PERS-403) exhaust all options to identify qualified members to meet requirements, NAVPERSCOM (PERS-4013) will be tasked to initiate action to obtain additional qualified members to fill remaining requirements.

(4) **Four months prior to the reporting date for each increment,** NAVPERSCOM will issue assignment directives for members who have been approved for assignment utilizing requisition numbers from the personnel requisition.

(5) Thereafter, assignment directives will be issued as additional members are identified.

(6) When manning of the precommissioning unit has been completed, and in conjunction with the commissioning of the submarine, NAVPERSCOM will notify (PERS-4013), and the MCA will be shifted to the respective fleet commander effective upon the date of commissioning.

4. **Engineering Department Manning**

a. The first increment engineering department allowance of each new construction nuclear submarine will be filled with a majority of sea experienced nuclear propulsion plant operators.

b. The reporting date for these members is keyed to propulsion plant construction events. The remaining nuclear propulsion plant operators will report at a later increment date.

5. **Members Approaching Fleet Reserve Eligibility.** Members with over 17 years active service (as of their tentative reporting date to a new construction submarine) who are volunteers for this duty shall be required to execute the following NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry and forward a copy with their request for this duty:

"If selected for new construction submarine duty in a ship with a reporting date of _____, I agree to remain on active duty until 12 (18 months for a Trident submarine) months subsequent to the commissioning date of the submarine to which I am assigned."

Member's Signature

Witnessed: _____
C. J. WIRTZ
LCDR, USN, Personnel Officer

6. **Establishing or Adjusting Projected Rotation Dates (PRD).**

While every command should establish a comprehensive PRD management plan, the following guidelines are provided:

a. **New Construction Submarines.** Members must understand they will be required to remain ordered to crews of nuclear powered submarines under construction, on board for the following:

(1) SSN New Construction: 12 months after commissioning.

(2) SSBN New Construction: 18 months after commissioning.

b. **OVHL/DMP/Conversion Submarines**

(1) Members ordered to a submarine undergoing OVHL, DMP, or conversion will normally be assigned for at least 24 months.

(2) PRDs should thereafter be adjusted to reflect at least 12 months on board after completion for an SSN, and 13 months after completion for an SSBN.

(3) Since a submarine may be delayed in construction or completing a shipyard period, COs should establish department/division rotational plans to ensure an equitable portion of the crew rotates at any one time during and after the shipyard period.

c. As discussed further in this article, the CO will submit a letter to NAVPERSCOM (PERS-403) and will include as an enclosure a personnel manning status which will recommend PRDs for all enlisted members attached to the unit. The forwarding cover letter should contain the "in service" date.

7. **Submission of Requests by Nuclear-Trained Members for assignment to New Construction Submarines.** Except for a small number of prototype graduates ordered directly to new construction duty, nuclear-trained members must complete at least 12 months in an operational nuclear billet prior to being ordered to new construction duty.

a. Members who are sea-experienced should have qualified for watch stations, which are commensurate with their rate and Navy Enlisted Classification (NEC).

b. In addition to meeting the minimum requirements for new construction set forth in this article, nominations will be reviewed in light of the billet for which recommended and the records of members already accepted for that billet.

c. Normally, members awaiting Selective Training and Reenlistment (STAR) or other reenlistment benefits will not receive that benefit until at least 12 months after commissioning (18 months for SSBNs).

d. Obligated service (OBLISERV) requirements associated with a particular benefit must still be met when the member ultimately resubmits a request for the benefit that was previously guaranteed as a reenlistment incentive.

e. COs are requested to furnish NAVPERSCOM the following information with respect to each nominee:

(1) Extent of watch qualifications attained.

(2) Certified copies of the last two NAVPERS 1616/26 (Rev. 03-02), Evaluation Report and Counseling Record (E-1/E-6).

(3) Whether STAR or other reenlistment benefit is pending and whether candidate is willing to defer it, if applicable.

8. **Submission of Requests from Non-Nuclear-Trained Members for Assignment to New Construction Submarines.** Petty Officers and designated strikers who meet the qualifications of this article may submit their requests NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request to NAVPERSCOM. Requests from non-designated SN/FN members shall be forwarded to NAVPERSCOM (PERS-4013) via the CO. In the Requested Action section insert "NEW CONSTRUCTION SUBMARINES". A non-career applicant must indicate his willingness to extend his enlistment or reenlist, if necessary, to obtain the **required OBLISERV of 24 months or meet OBLISERV required by this article whichever is longer.** When extensions are executed, insert the following in the reason block of NAVPERS 1070/621 (Rev. 01-00), Agreement to Extend Enlistment: **"New Construction Manning."**

a. **Previous Assignment Benefits**

(1) Members awaiting STAR and/or reenlistment assignment benefits must indicate in writing they are willing to waive or delay such assignment benefits until they have been onboard 12 months after commissioning (or 18 months for Trident submarines).

(2) OBLISERV requirements associated with a particular benefit must be met when the member ultimately resubmits a request for the benefits, which were previously guaranteed as a STAR and/or other reenlistment incentive.

b. **Additional Information on Requests.** In the CO's comments and recommendations section of NAVPERS 1306/7, the CO shall provide complete information on the items listed below plus any other relevant comments desired:

(1) Security clearance.

(2) Special training (service schools attended and completion dates of each).

(3) Extent of watch qualifications attained.

9. **Training En route to New Construction Crews**

a. **Categories.** En route training requirements for members assigned to the precommissioning crew of a submarine completing construction are classified in distinct categories as follows:

(1) **NEC Training:** Courses of instruction that assign a specific NEC upon completion of training which is required to meet the skill requirements specified in the unit's manpower authorization.

(2) **Factory Training:** Courses of instruction on maintenance and operation of new systems and equipment which are taught only by contractor personnel and which may or may not yield an NEC upon completion. Members will only receive this training en route if class convening dates are available prior to increment manning dates.

(3) **Precommissioning Training:** Non-NEC producing courses of instruction available at fleet training centers (FTC)

which are required to meet designated TYCOM requirements, such as fire fighting, damage control, refresher training, personnel qualification standards (PQS), and human resources management.

(4) **Non-NEC Producing Maintenance, Operator, and Team Training:** Courses of instruction on maintenance and operation of systems and equipments, which are taught in Navy FTCs and do not assign the member an NEC upon completion of training.

b. **Assignment to en route training pipeline.** To insure effective management of permanent change of station (PCS) funds (military personnel, Navy (MPN)); temporary duty under instruction (TEMDUINS) funds (training less than 20 weeks); and per diem funds (operations and maintenance, Navy (O&MN)); the following pertains to the assignment of members to the en route training pipeline.

(1) NAVPERSCOM assumes the responsibility for primary NEC training and factory training for equipment and systems to be installed on new construction submarines. With the exception of nuclear-power-trained members, some civilian factory training class convening dates are not available prior to established increment manning dates. Rather than gap those billets, NAVPERSCOM (PERS-403) will directly transfer the member to the new construction submarine, and the member will attend that training on a TAD basis. Precommissioning units should closely monitor and liaison with their TYCOM and ISIC to ensure those members receive training as soon as practical.

(2) NAVPERSCOM will not normally include non-NEC producing maintenance, operator, and team training TEMDUINS assignments in PCS orders. It is assumed this training will be accomplished on a TAD basis (funded by appropriate TYCOM or warfare sponsor) after member's arrival at the permanent duty station; however, in the case of submarines completing construction, non-NEC producing operator and maintenance training may be provided for members assigned to precommissioning crews on an individual case basis. This will be done if it can be reasonably determined the member concerned has not previously had this training or received on the job instruction in these systems.

10. Qualifications to be met Prior to Transfer to New Construction

a. **Disciplinary Record.** The transferring command will conduct a records review of enlisted members ordered to ships under construction to ensure no prior conviction by court-martial or nonjudicial punishment (NJP) and no civil violation other than minor traffic offenses for the previous 12 months.

b. **Minimum Requirements.** The following minimum requirements must be met:

(1) No indebtedness problem of a serious or chronic nature (i.e., the receipt of more than one letter regarding a delinquent account).

(2) No history of instability or serious health problems of a probable recurrent nature during the past 12 months.

(3) No evaluation/fitness report mark below 3.0 in any category for the past 12 months.

(4) For members who have received significant training en route to a new construction unit, a minor deviation from the above standards while undergoing training will not normally result in cancellation of orders to the new construction ship.

c. **OBLISERV.** COs shall notify NAVPERSCOM (PERS-403), within 10 days of receipt of the assignment directive, if the member does not desire to acquire OBLISERV for such assignment.

d. **Disqualification.** If a member fails to meet any of the above minimum requirements, COs shall notify the appropriate assignment control authority (ACA) and NAVPERSCOM, within 10 days of receipt of the assignment directive, of the specific disqualifying factors and hold the assignment directive in abeyance pending direction from the ACA.

e. **Disqualification Waivers**

(1) A waiver of disqualifying criteria may be requested from the appropriate ACA if recommended by the CO.

(2) In other cases where critical skill areas are involved, the ACA may waive disqualifying criteria.

11. **Procedures for Splitting New Construction SSBN Crews.**

The following procedures will be followed in determining the split of the new construction crewmembers for assignment of either **Blue** or **Gold** crews upon commissioning of the submarine.

a. **Unique Situations.** While each member assigned to a new construction SSBN is issued orders to a certain crew, there may develop situations that require moving a few members to the other crew.

b. **Six months prior to scheduled commissioning of an SSBN,** both COs will ensure the following is received by NAVPERSCOM (PERS-403):

(1) **Forward letter.** An SSBN manning letter in the format contained in Exhibit 1 for both Blue and Gold crews. This letter must be forwarded via the SUBGRU Commander and NAVPERSCOM (PERS-4013), with a copy to the parent TYCOM.

(2) **Recommend PRD.** A PRD will be recommended for each member assigned. Equitable distribution of members between both crews by paygrades and experience shall be considered. Three principal assignment constraints should be observed in the recommendation of PRDs:

(a) Members must have completed a minimum 24-month activity tour.

(b) PRDs must conform to the patrol schedule (PRD month in which the 15th day subsequent to exchange of command date falls).

(c) Recommended PRD may not exceed the maximum sea tour (5 years) unless the affected member has signed a NAVPERS 1070/613 entry volunteering to extend his sea tour as required.

c. **Issue Orders.** PCS orders will be issued by NAVPERSCOM (PERS-403) for every enlisted member assigned prior to commissioning of the SSBN.

d. **Moving Members and Families.** Trident submarines **will not** move members and families from new construction location to established homeport on "Homeport Change Certificates."

12. **Procedures For New Construction SSN Crews.** The following action will be completed by the CO of new construction SSNs.

a. **Six months prior to the scheduled commissioning of an SSN,** the CO will ensure the SSN manning letter (in the format of Exhibit 1) is forwarded to NAVPERSCOM (PERS-403) via the parent ISIC and NAVPERSCOM (PERS-4013). The ISIC should ensure a copy is forwarded to the parent submarine group (SUBGRU) and TYCOM at that time.

b. **Recommend PRD.** A PRD will be recommended for each member assigned, utilizing the following three principal assignment constraints:

(1) Members must have completed a minimum of 24 months.

(2) PRDs should support the ship's schedule as known at that time.

(3) Recommended PRD may not exceed the maximum sea tour (5 years) unless the affected member has signed a NAVPERS 1070/613 entry volunteering to extend his sea tour as required.

c. **Two months prior to the scheduled commissioning of the SSN, the following actions should occur:**

(1) NAVPERSCOM will reply to the SSN manning letter. Included in this reply will be PRD adjustments and deviations with an explanation should a requested PRD be disapproved.

(2) Crewmembers and their families will be authorized to move to the newly established homeport per reference (d).

13. **Special Procedures for SSN OVHL/DMP.** To the maximum extent possible, members selected for assignment to an SSN OVHL/DMP should have sufficient OBLISERV to complete the shipyard period, plus 12 months thereafter.

a. **Rotate Personnel.** The CO of the OVHL/DMP period should plan to rotate some members during the shipyard period to avoid high personnel turnover at the completion of the OVHL/DMP.

b. **Pending STAR/Selective Conversion and Reenlistment (SCORE) Benefits.** Members with pending STAR/SCORE benefits should not be assigned to OVHL/DMP if such assignment will cause

undue delay in receiving their benefits and the members are unwilling to accept such a delay.

c. Fifteen months prior to the DMP or 13 months prior to the OVHL commencement date, the following actions should occur:

(1) TYCOM should request augment billets be assigned to the unit by the MCA.

(2) NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect the detailee's 9-month requisitions.

d. Six months prior to the OVHL/DMP commencement date, SSN CO must ensure a letter recommending OVHL/DMP crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU commander and NAVPERSCOM (PERS-4013), with a copy to the parent TYCOM.

(1) As an enclosure to this letter, use Exhibit 1 that will list every billet, including the additional OVHL/DMP augment billets listed in reference (c).

(2) When submitting this letter, nominate non-selectees for a pre-OVHL/DMP PRD which is consistent with the ship's present schedule and which will either coincide with their end of active obligated service (EAOS) or permit completion of 24 months for those members upon their reassignment.

e. Response. NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN/FN, will reply to this letter indicating members who will remain aboard for OVHL/DMP and will adjust recommended PRDs as appropriate.

f. Augments

(1) Augment members shall be ordered to report 6 months prior to commencement for SSN OVHL or 4 months prior to commencement of DMP.

(2) The OVHL/DMP executive officer should maintain liaison with NAVPERSCOM (PERS-403) OVHL/DMP coordinator to ensure augment members are identified.

14. **Procedures for SSBN Deactivation/DECOM.** The DECOM crew of an SSBN is comprised of selected members from the pre-DECOM Blue and Gold crews.

a. **OBLISERV.** To the maximum extent possible, members selected for assignment to a DECOM should have sufficient OBLISERV to complete the period of the DECOM.

b. **Pending STAR/SCORE Benefits.** The members with pending STAR/SCORE benefits should not be assigned to the DECOM period if such assignment will cause undue delay in receiving their benefits and the members are unwilling to accept such a delay.

c. **Ten months prior to DECOM commencement date,** NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect in the detailers 9-month requisition.

d. **Six months prior to DECOM commencement date,** the following actions should occur:

(1) SSBN COs must ensure a joint letter recommending DECOM crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU command and NAVPERSCOM (PERS-4013), with a copy to parent TYCOM. Use Exhibit 1 as an enclosure to this letter to list every billet on the most recent Blue crew Enlisted Distribution Verification Report (EDVR), whether or not members can be identified from either crew.

(2) When submitting this crew makeup letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the patrol schedule and which will either coincide with their EAOS or permit completion of a minimum activity tour (24 months) for those members upon their reassignment.

(3) NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN/FN, will reply to this letter indicating members who will remain on board for DECOM and will adjust PRDs as appropriate.

15. **Special Procedures for SSN Deactivation/DECOM.** To the maximum extent possible, members selected for assignment to an SSN DECOM should have sufficient OBLISERV to complete the shipyard period.

a. **Pending STAR/SCORE Benefits.** Members with pending STAR/SCORE benefits should not be assigned to the DECOM period

if such assignment will cause undue delay in receiving their benefits and the members are unwilling to accept such a delay.

b. **Ten months prior to the DECOM commencement date,** NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect in the detailers 9-month requisition.

c. **Six months prior to the DECOM commencement date,** SSN COs must ensure a letter recommending DECOM crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU Commander and NAVPERSCOM (PERS-4013), with a copy to the parent TYCOM.

(1) Use Exhibit 1 as an enclosure to this letter to list every billet.

(2) When submitting this letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the ship's present schedule and which will either coincide with their EAOS or permit completion of 24 months for those members upon their reassignment.

(3) NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN/FN will reply to this letter indicating members who will remain aboard for DECOM and will adjust PRDs as appropriate.

EXHIBIT 1

**SSBN/SSN MANNING FOR SHIP'S OVHL/DMP/DECOM
 SSBN CREW CONSOLIDATION/CREW SPLIT FOR SHIP'S OVHL/DECOM
 NEW CONSTRUCTION CREW**

(Use appropriate title.)

Crew: (Blue)/(Gold) USS _____ (SSN/SSBN _____)

_____ DIVISION

ALW (1) ALW (1) ACTUAL
 VOL (2) REQ REQ (3)

RATE	NEC	RATE	NAME	Last 4 SSN	N/VOL	EAOS	PRD	PRD	SDCD

REMARKS

NOTES :

- (1) Denotes augment or additional personnel for OVHL/DMP.
- (2) Enter "V" or "N" as appropriate.
- (3) In remarks enter:
 - 1: NAVPERS 1070/613, agreeing to exceed maximum sea tour.
 - 2: NAVPERS 1070/613, waiver/delay STAR school.
 - 3: NAVPERS 1070/613, agreeing not to transfer to Fleet Reserve until completion of OVHL + 1 patrol.