

## MILPERSMAN 1306-913

### FLAG WRITER (NEC 2514)

<b>Responsible Office</b>	NAVPERSCOM (PERS-44ES1)	Phone:	DSN COM	882-3732 (901) 874-3732
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

#### 1. Background

a. Flag writers (Navy enlisted classification (NEC) 2514) are assigned to the personal staffs of flag and general officers and senior level civilians for the purpose of assisting those individuals with administrative details so they may devote a larger portion of their time to other important matters.

b. Assignments will be made without regard to sea or shore rotational considerations. Assignments to sea billets will be made as requirements dictate, with consideration given to enhancing future advancement opportunities in each individual case.

c. Flag writer projected rotation dates (PRDs) are initially established to coincide as closely as possible with the anticipated rotation of the incumbent flag or general officer, or senior level civilian. Once in the program, any requests to change a PRD must be submitted via the administrative chain of command to Navy Personnel Command (NAVPERSCOM), Executive Services Branch (PERS-44ES1) utilizing NAVPERS 1306/7 Enlisted Personnel Action Request.

d. Tour lengths will vary depending on the billet and the PRD requirement, but will normally be 18-24 months.

e. Sailors who enter the Flag Writer Program will remain in the program for a minimum of 36 months, which will begin upon reporting to their first flag writer assignment.

2. **Requirements/Qualifications.** To qualify for selection as a flag writer, a member must possess the following qualifications:

a. Be a warfare qualified YN1 on second or subsequent enlistment with a minimum of 6 years total service or at least 1 year time in rate on active duty in the Regular Navy.

b. Have outstanding verbal communications ability and free of speech impediment.

c. Be emotionally able to handle stressful environments and possess the flexibility to work arduous hours. Applicants married to other military members and military single parents should give due consideration to assignment policies governing flag writers before applying for this program.

d. Complete sections A, B, C, D1, D2 (SBI), D5, and D6 on NAVPERS 1306/92 Special Program Screening. NAVPERS 1306/92 may be accessed on the NPC Web site by using the following Web address: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

e. Required obligated service (OBLISERV) for this program is 36 months.

f. Physical Fitness Assessment (PFA) Standard. Members must currently be within body fat standards and have passed the most recent PFA. Members who were medically waived from the most recent PFA must pass the regularly scheduled PFA prior to attending the YN "C" School. All members attending YN "C" School will have a check-in body composition assessment (BCA) upon reporting for training, and any member found not to be within BCA standards will be dropped from training and made available for immediate needs of the Navy detailing.

g. Members will be required to sign NAVPERS 1070/613 Administrative Remarks recognizing that their personal conduct, both on- and off-duty, must always be of the highest caliber. If a flag writer is unable to maintain good order and discipline, receives any civil or military conviction (less minor traffic violations), is unable to maintain physical readiness standards, or is deemed unsuitable for flag writer duty by the flag or general officer, it will serve as grounds

for release from the program and the member will be returned to the normal rating detailer for assignment.

DATE \_\_\_\_\_

By signing this NAVPERS 1070/613 Administrative Remarks upon completion of YN "C" School, I agree to the following standards:

PHYSICAL READINESS

Per MILPERSMAN 1306-913, I understand that I must maintain physical readiness standards per OPNAVINST 6110.1J. I also understand that if I am unable to maintain physical readiness standards, I will be released from the program and returned to the normal rating detailer for follow-on assignment based on the needs of the Navy.

PERSONAL CONDUCT

I understand that my personal conduct, both on- and off-duty, must always be of the highest caliber. If I am unable to maintain good order and discipline, receive any civil or military conviction (less minor traffic violations), or if I am deemed unsuitable for flag writer duty by the flag officer, it will serve as grounds for release from the program and I will be returned to the normal rating detailer for follow-on assignments based on the needs of the Navy.

PROGRAM ENTRY REQUIREMENT

I understand that I have entered the flag writer community for a minimum period of 36 months. The 36 months will start on the report date of my first flag writer assignment. I understand that I may be released from the community at any time for any of the above reasons and returned to my normal rating detailer. I may request to return to my normal rating detailer upon completion of the 36 months, provided I complete the tour to which I am assigned at that time.

MEMBER: \_\_\_\_\_  
SIGNATURE

WITNESS: \_\_\_\_\_

SIGNATURE

h. Waivers of the minimum qualifications will not normally be granted.

### 3. Flag Writer Interview

a. Prior to submitting an application for the Flag Writer Program, members should contact the Flag Writer Detailer/Placement Coordinator, NAVPERSCOM (PERS-44ES1) to discuss qualification criteria and further program details.

b. The prospective candidate must be interviewed by a flag writer and recommended to the regional coordinator for further processing. The regional coordinator will then contact the applicant and set up an interview with a minimum of three other flag writers from the area (if possible) using NAVPERS 1236/13 Flag Writer Interview Sheet. NAVPERS 1236/13 may be accessed on the Navy Personnel Command Web site by using the following Web address: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>. The purpose of the interview is to

(1) discuss the nature of the program with the applicant to include training, duty assignments, advancement, etc;

(2) determine the applicant's reasons for volunteering and assess the motivation to serve as a flag writer and complete initial training; and

(3) review entry requirements with the applicant to determine which requirements are met and which require a waiver (if applicable).

c. **Performance Evaluation Review.** As part of the interview process, the applicant's performance evaluations must be reviewed to

(1) fully assess past performance;

(2) fully assess potential for development;

(3) identify traits which could be beneficial to the community; and

(4) identify traits which could be detrimental to the community.

d. **Interview Questions.** The interviewer should attempt to answer the following questions during the interview and advise the applicant accordingly:

No.	Questions
1	Does the applicant completely understand the mission of the Flag Writer Program?
2	Does the applicant fully understand the initial training and what will be expected?
3	Is the applicant's motivation for entry into the program a sincere desire for personal growth and achievement, and not solely as a method to escape present circumstances, etc.?
4	Does the applicant have the ability to adapt to the requirements of the Flag Writer Program?
5	Is the applicant mentally prepared for arduous duty? Does the applicant have any financial, marital, or other hardships that would impede their ability to concentrate on and complete the training, or fulfill obligations as a flag writer?
6	Does the applicant possess a considerable comfort level for working in the Flag Writer environment?
7	Does the applicant understand the entry requirements of the Flag Writer Program, YN "C" School requirements, reasons for being dropped from the program, and the 36-month program requirement?

e. **Negative Answers.** A negative response to any of the questions could indicate unsuitability for the program. The interviewer should further ascertain the applicant's motivation for the program and discuss with NAVPERSCOM (PERS-44ES1).

#### 4. **Requests**

a. Requests must be submitted to NAVPERSCOM, Admin/Deck/Supply Branch (PERS-405) via the administrative chain of command utilizing NAVPERS 1306/7 for approval of release to the Flag Writer Program. Upon receipt of package, NAVPERSCOM (PERS-44ES) and NAVPERSCOM (PERS-405) will coordinate possible release and acceptance into the Flag Writer Program for a minimum of 36 months which will begin upon reporting to the first flag writer billet. Packages will include the following:

- (1) Full front and side view digital photographs in service uniform;
- (2) A biography listing all duty stations with dates and duties;
- (3) Evaluations for the past 5 years;
- (4) Interview appraisal sheet from the regional coordinator; and
- (5) Commanding officer's letter of recommendation.

b. Selected candidates will be required to attend the 5-week Flag Writer Course (YN "C" School) at Naval Technical Training Center, Meridian, MS. Upon successful completion of the course, students will be awarded NEC 2514.

c. The 36-month community requirement will begin upon reporting to the first flag writer billet.

d. Release from the flag writer community will be based on the requirements below:

(1) If the member violates any portion of the NAVPERS 1070/613 entry in paragraph 2g above, release from the community will be automatic. The member will be released to the normal rating detailer for assignment.

(2) If the member desires release from the flag writer community following completion of the 36-month requirement (only if the member has completed their current tour) must be submitted to NAVPERSCOM (PERS-44ES1) via the administrative chain of command utilizing NAVPERS 1306/7 for approval of release to NAVPERSCOM (PERS-405).

## 5. Attendance at YN "C" School

a. **Permanent Change of Station (PCS).** Prospective flag writers will receive PCS orders to YN "C" School enroute to their first flag writer assignment.

b. **Temporary Duty (TDY)**. Sailors requesting to attend the YN "C" School under TDY orders may submit a special request chit via their commanding officer to NAVPERSCOM (PERS-44ES1) to obtain a course quota. All course quota requests will be approved or disapproved by NAVPERSCOM (PERS-44ES1). Sailors attending the YN "C" School under an approved TDY quota will be funded by their parent command.

6. **Program Requirements**. Upon successful completion of the course, the following are program requirements:

a. The 36-month community requirement will begin upon reporting to the first flag writer billet. A flag writer may request release from the program upon completion of the 36 months. Requests must be submitted to NAVPERSCOM (PERS-44ES1) via the administrative chain of command utilizing NAVPERS 1306/7 for approval of release to NAVPERSCOM (PERS-405).

b. Detailing for assignments is coordinated with NAVPERSCOM (PERS-44ES1) outside of the Career Management System/Interactive Detailing. Flag writers are expected to complete their assigned tour with their flag or general officer before requesting a new assignment. Tour lengths will initially be set to the flag or general officer's PRD and a tour will be considered complete upon the flag or general officer's transfer or retirement.

c. Flag writers will automatically be released from the program for violating any portion of NAVPERS 1070/613 entry described in paragraph 2g above and will be returned to the normal rating detailer for follow-on assignment.