

# **Cognitive Agent Technologies Project: Knowledge Engineering Study**

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*Resource Consultants, Inc.*

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## Foreword

This effort was funded by the Office of Naval Research under program element number PEO6O2233N, sponsored by the Assistant Commander Navy Personnel Command for Distribution (PERS-4). The objective of this study was to determine how the Navy enlisted detailer functions today. It is groundwork for defining the types of interactions necessary in a future detailing process involving software agent.

David L. Alderton, Ph.D.  
Director

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# Introduction

## Background

The Chief of Naval Operations (CNO) and the Chief of Navy Personnel (CNP) have mandated improvements in the distribution and assignment of Sailors. The current system is viewed by many Sailors as unfair and untrustworthy and often results in less than optimal skill matches and unfilled jobs.

The new Navy Enlisted Personnel Distribution System will improve and automate the distribution and assignment process. It will unify various Navy personnel information resources in a more efficient way. In addition, it will provide a method to better gather, analyze, gain access to, distribute, and exchange Navy Personnel information among all those involved in the process of assigning jobs to Sailors. The new system will result in an easy-to-access Web-based environment that enables everyone involved in the personnel distribution system to have greater access to the pertinent information. Finally, the new system will enable participants to make better decisions on how to advertise, select, and fill available jobs. For the system to fulfill these objectives without adding additional work to both Navy commands and personnel, high-level requirements for automated software agents have been developed.

## Purpose

This report details the result of a knowledge engineering study to determine how the Navy enlisted detailer functions today. It is groundwork for defining the types of interactions necessary in a future automated detailing process supported through the use of software agents.<sup>1</sup> A satisfactory representation of the current process is necessary before the interaction between software agents can be specified properly. The focus is on the detailer and how this person interacts with data and human resources to finally select a particular Sailor to fill an assignment requisition. The report documents the different needs of varying distribution communities as well as the shared assignment system for all Sailors. It describes a brief overview of the overall distribution system, but focuses on the Assignment Control Authority, where the detailer negotiates to satisfy Navy policy, prioritized requisition needs, and Sailor preferences and career objectives.

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<sup>1</sup> A software agent is defined as an autonomous, preferably intelligent, collaborative, adaptive computational entity. Intelligence is the ability to infer and execute needed actions, and seek and incorporate relevant information, given certain goals. Agents are autonomous in the way in which they can pro-actively initiate a task that depends on the human user's context, without the human explicitly requesting the agent's service. Agents are also autonomous in the way that they have the goals of finding each other and cooperating with each other to achieve their goals (Giampapa, Li, Yang, & Sycara, 2003).

## **Roles and Responsibilities**

The first task is to identify the roles and responsibilities of the various players in the distribution and assignment system. Roles are understood to be played by entities, such as Sailors and commands; and responsibilities are those relationships among entities that define actions and detail who is accountable for what.

### **Sailor**

The role of the Sailor is to actively seek an assignment that fits his or her career and family needs, while understanding that Navy needs must be met. The earlier the Sailor starts a proactive approach to the assignment process, the better chance he or she will obtain a desired assignment. Each Sailor is a part of a distribution community that defines specifically which detailer will perform the Sailor's job assignment. The Sailor may contact his or her Command Career Counselor and community detailer at any time for career advice, and to better understand the assignment choices available for that community. The Sailor may begin looking at assignments in the Job Assignment Selection System (JASS) as soon as he or she is nine months away from his or her Projected Rotation Date (PRD), the estimated day to switch assignments from sea to shore or vice versa. The other main alternative, when JASS is not available for some reason, is to call the detailer directly to obtain an assignment.

### **Detailer**

The detailer is the centerpiece of the Assignment Control Authority, where assignments are negotiated, and as such is the primary person focused upon in this study. All assignments in the detailer's community for active duty Permanent Change of Station (PCS) moves go through the detailer first. This includes all JASS requisitions, special cases, release of personnel to special programs, and availability assignments. The detailer is an advocate for the individual Sailor, command needs, and Navy policy including current priorities and budget restraints. Thus, the detailer performs a "balancing act" to attempt to satisfy all parties. Depending on community and current manning levels, the detailer may weigh some priorities more highly than others. All detailers are considered to be experts in their respective communities, and may give career advice as well as filling job slots. The detailer must keep in mind the state of the community in the future and will generally help Sailors with initiative to achieve their goals of progressing through the enlisted ranks.

### **Command**

Individual commands do not have a large degree of input into the assignment process. The Enlisted Placement Management Center (EPMAC) acts as the command representative, whom the detailer may refer to in special cases, and who may contact the detailer directly to help fill command needs. Individual command units have minimal

input in how many billets are assigned and how many requisitions are generated. Currently, they are bound by the Total Force Manpower Management System (TFMMS) and the Manning Control Authorities (MCAs) who provide assignment numbers and priorities. Informally, however, they may talk to the detailer about particular Sailors, or inform the detailer of updated qualifications needed to work on new equipment.

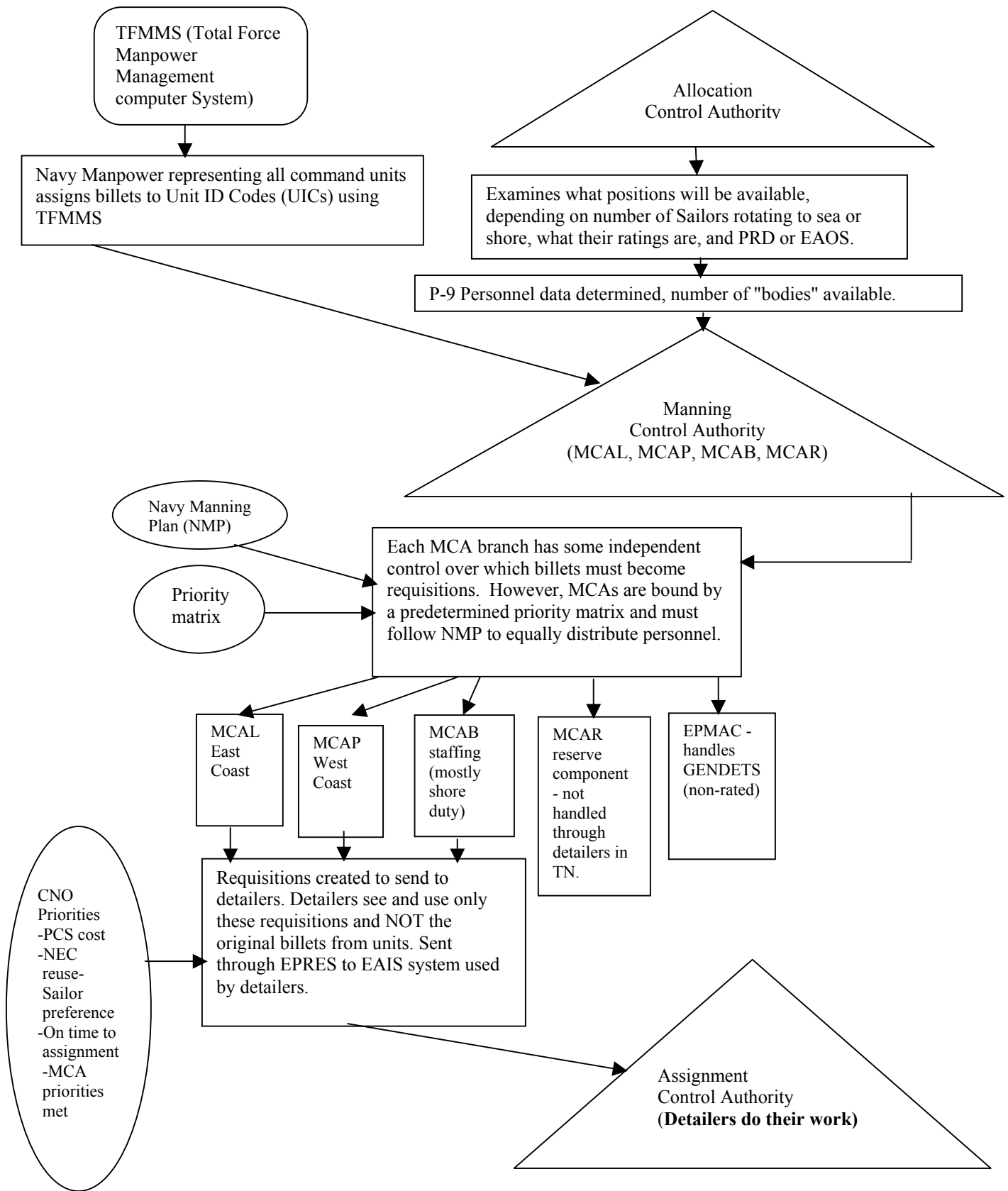
## **Counselor**

The Command Career Counselor (CCC) is a general representative of the Sailor's command. This person has the knowledge to guide the Sailor in a general direction toward a successful Navy career, and is able to assist Sailors face-to-face. The detailer currently acts as a career expert and advisor for the specific community as well, and as such may be considered to have a part to play in the counseling of a Sailor. Both the career counselor and the detailer help the Sailor form expectations about career goals and the assignment process.

## **Requisition Production**

This section outlines the process of requisition formation from TFMMS to the detailer. Subsequent sections will focus exclusively on both information available to the detailer and the actual process of detailing.

Before assigning a Sailor to a new command, a series of events occur that create the job requisition. This requisition is a signal to the distribution and assignment system that there is a requirement for personnel. Figure 1 is a high-level, graphical representation process of requisition formation from TFMMS to the detailer.



**Figure 1. Requisition production.**

The steps involved in the production of a requisition are

1. Navy Manpower utilizes TFMMS to generate billets for all commands.
2. Allocation Control Authority projects how many Sailors will be available to assign to billets nine months away.
3. Manning Control Authority divisions utilize the number of billets and number of projected available personnel during manning and placement decisions.
4. The manning function to fairly distribute quality personnel across command activities is aided by the Navy Manning Plan automated information system.
5. In the placement function, basic priorities for requisitions are assigned using the priority matrix automated system.
6. The list of requisitions is divided so that each requisition is sent to one single MCA branch.
7. Requisitions are sent from the MCA branches to the detailers at Assignment Control Authority.
8. Detailers make assignments based on the CNO priorities and community needs, as well as Sailor needs and general Navy policy.

### **What the Detailer Balances**

Figure 2 depicts the different types of input to the detailing process. On the left are data resources in the form of databases or query systems that link to mainframes. From the bottom are all human resources, whether in the form of an individual Sailor being detailed, or a representative from the Enlisted Placement Management Center (EPMAC). At the top are factors, document references, and ideas that make up the detailing environment. To the right is the output from the detailer, which is a set of orders sent to a command and to the assigned Sailor.

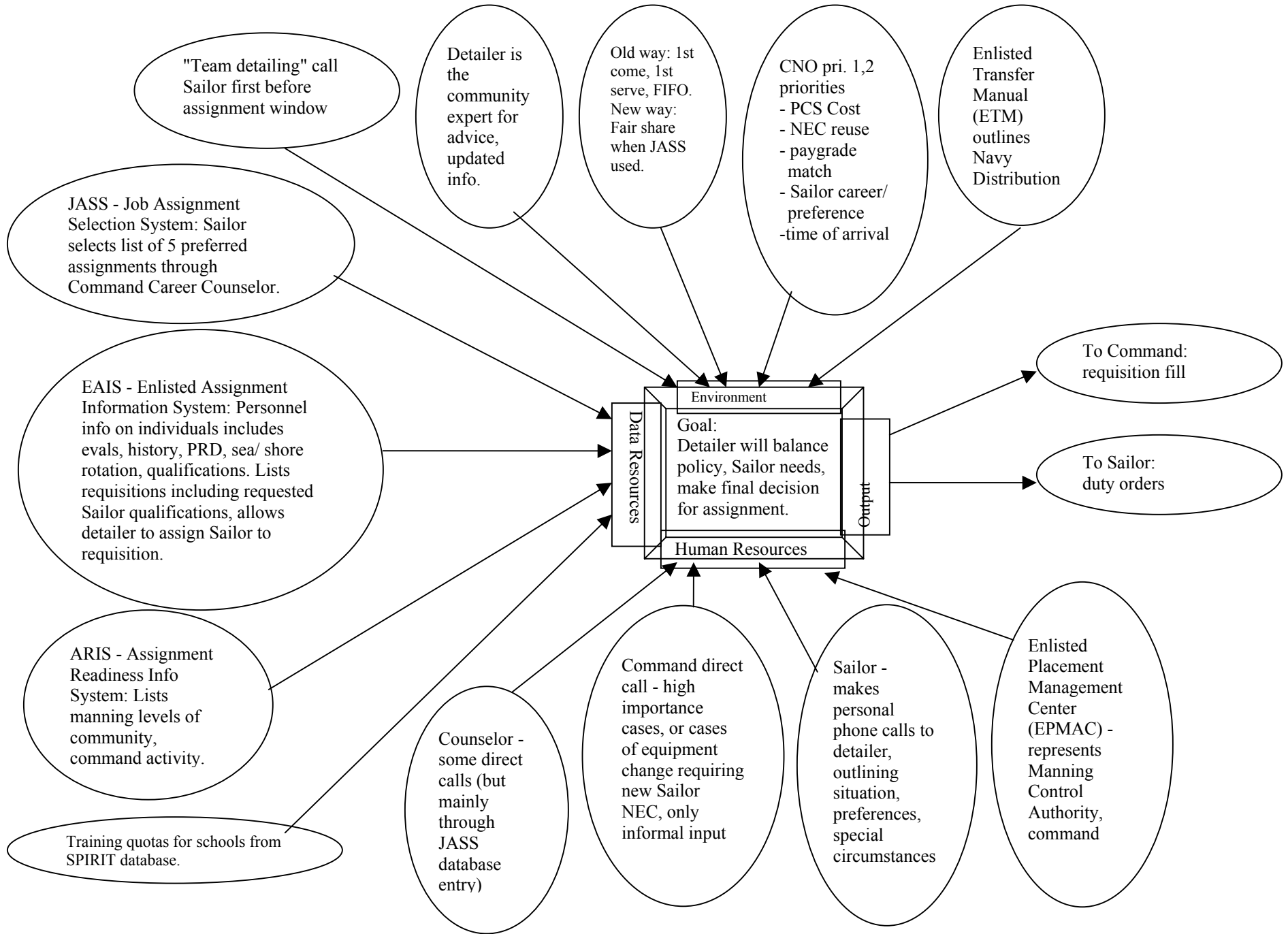


Figure 2. Inputs to detailer.

# Description of Distribution Communities and the Entity Relationship Diagram

## Distribution Communities Defined

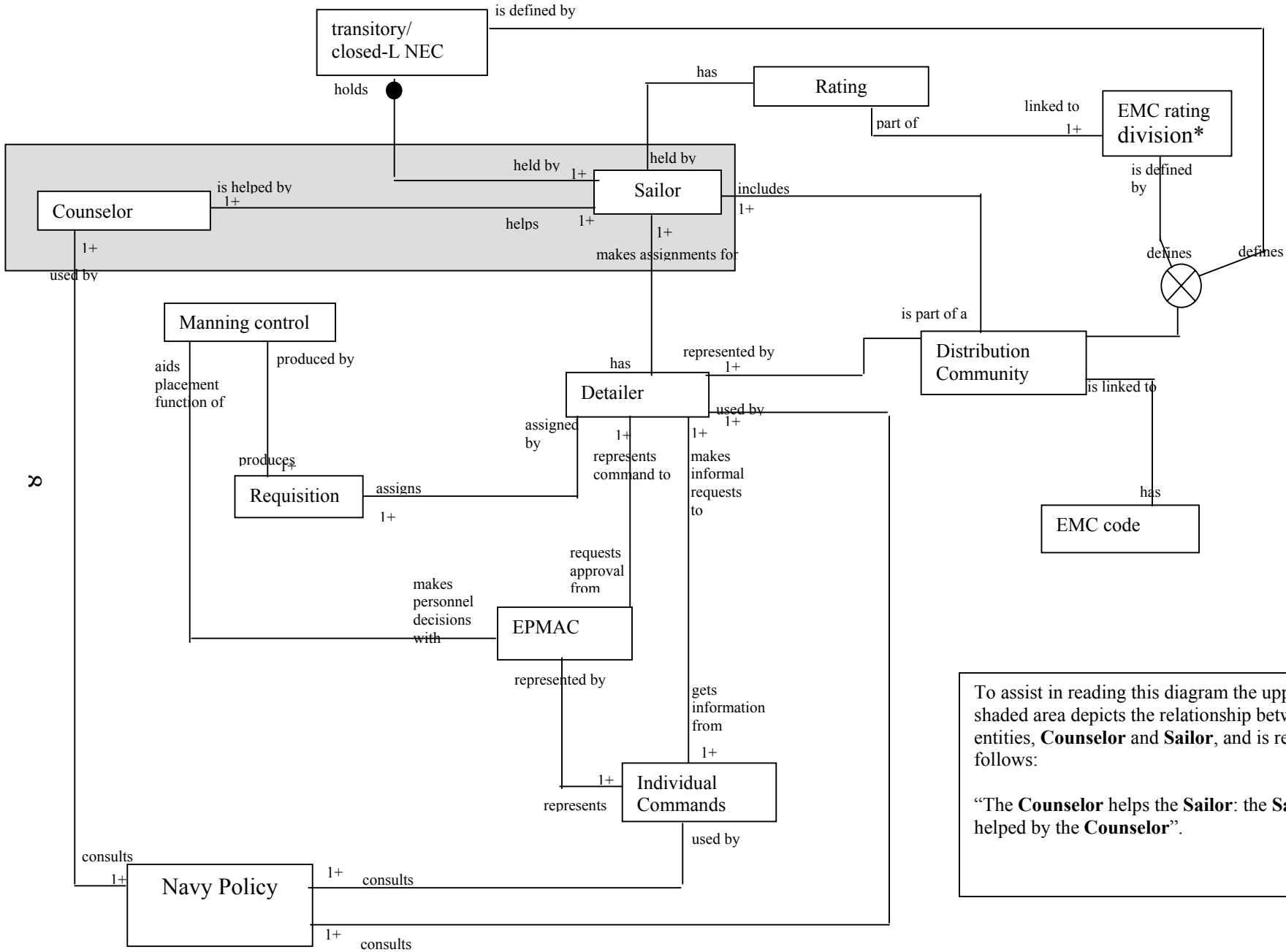
Sailors are detailed by distribution community. This means that a Sailor belongs to a certain community for assignment purposes, and is detailed by one detailer depending on his or her paygrade and community membership. Understanding the structure of distribution communities can be difficult at first, because some are related to ratings or even a split of the members of the same rating community, and others classify a Sailor by NEC regardless of rating. Figure 3 is a useful tool for understanding distribution communities. An Enlisted Management Community (EMC) refers to either a rating or a particular Navy Enlisted Classification (NEC), which is a specific skill. EMCs determined by rating always relate to exactly one rating, but sometimes may divide that rating into more than one distribution community. This is shown in Figure 3 by the relationship between EMC rating division and Rating.<sup>2</sup> On the other hand, an EMC may be defined by an NEC regardless of rating. Thus, the EMC relates to exactly one NEC, and members of that community are strictly detailed, or solely assigned, by that NEC. Sailors may or may not hold one of these NECs, as indicated by the relationship between transitory/closed-loop NEC and Sailor. However, holding a closed-loop NEC or being temporarily assigned to a transitory NEC can redefine the distribution community, and therefore the detailer, that assigns that Sailor. So a Sailor is part of at most, one distribution community, as indicated by the relationship between Sailor and distribution community. In addition, each distribution community has exactly one EMC code assigned to it, as the relationship between distribution community and EMC code depicts. Therefore, the Sailor is assigned to only one Enlisted Management Community at any one time.

Addition entity-relationship characteristics include:

- Each requisition is assigned by a single detailer
- A Sailor may be aided by multiple counselors at his or her command
- The counselor, detailer, and individual command must all consult and abide by Navy policy
- EPMAC acts as a representative for numerous individual commands when communicating with the detailer
- Individual commands may also communicate informally to the detailer
- EPMAC also aids the Manning Control Authority during the placement function to prioritize how important each requisition is to fill.

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<sup>2</sup> The term “EMC rating division” is not normally used, but this represents dividing up a rating community into several communities, for the purposes of distribution, each of which will eventually have its own EMC code. A common example is creating a separate distribution community for submarines, so for example, the YN rating is split into the YN and YNSS (submarines) distribution communities.



To assist in reading this diagram the upper left shaded area depicts the relationship between the two entities, **Counselor** and **Sailor**, and is read as follows:

“The **Counselor** helps the **Sailor**: the **Sailor** is helped by the **Counselor**”.

**Figure 3. Entity relationship diagram of detailing.**

- Finally, the detailer must request approval from EPMAC, not individual commands, to make exceptions to the normal assignment guidelines.

## **Sailor Preferences**

This section contains a further discussion of Sailor preferences and what they mean to the Sailor. This directly relates to selections available concerning Sailor preference input, found in the Web-Based Marketplace Preferences Modules Design Document, Sections 1.1 and 1.2 (RCI, 2003). These are preferences for Job Type, Activity Type, Location, Homesteading, Training Availability, and Enlisted Management Community (EMC). While basic information on these preferences is contained in that document, this section is meant to elaborate on the reasons Sailors have for choosing particular preferences, gathered from interviews with the detailers in Millington, TN, and other subject matter experts. In addition, the current limited ability of Sailors to state preferences in writing is contrasted with the future capabilities that Web-Based Detailing would give Sailors to make their preferences known.

### **Job Type**

The type of job a Sailor will be doing on a ship or on shore is often an important factor to that Sailor. It is certainly possible that a Sailor would want to try out something different from what they are used to, so he or she might choose recruiting or another transitory NEC for a change when coming from sea duty. Also, the Sailor may be interested in work that will challenge or further his advancement in technical experience on the job. This Sailor could also request a job he or she is currently unskilled in, and then request to be sent to training, in order to broaden experience. However, one of the most important positions a Sailor may have later in a career is one of leadership responsibility. Currently a Sailor can simply guess which positions are best for leadership or ask the detailer or counselor. With the ability to select preferences for specific types of leadership positions, a Sailor could have an added advantage to capitalize on career opportunities.

### **Activity Type**

Activity type refers to the kind of ship or base where the next assignment will take place. This may be more meaningful if the duty is aboard ship, as the bases are similar. Having noted this, Sailors are sometimes assigned to Army or other installations not maintained by the Navy, so they could dictate a preference or dislike for this type of situation. While Sailors may simply be partial to a certain type of environment, Sailors may also indicate a preference for a specific type of ship to gain a variety of experiences that will further their careers. Today, Sailors have to look through all requisitions available in JASS to find a certain assignment that fits their needs.

## **Location**

Some Sailors may decide location choice is a high priority. This applies both to new Sailors looking to “see the world” and Sailors wishing to stay in one general area or at least stay inside the United States for their homeport. Sailors in the proposed system could choose for and against specific locations, U.S. states, general geographic areas, or overseas duty. Currently, Sailors either must search through each JASS listing or call a detailer who looks through assignments for the Sailor. Alternatively, the Sailors can utilize a duty preference, or “dream sheet,” but this has historically not proven to be an effective tool, and detailers as well as Sailors do not often utilize it. The new tool could allow Sailors a more active role in choosing and updating location preferences, as well as allowing Sailors to indicate when location is relatively less important than other factors such as training or type of job.

## **Homesteading**

This is a more specific type of preference than location alone because it identifies a Sailor desire to move to a location where sea and shore jobs are both plentiful. This reduces or even eliminates the need for the Sailor to move at all in the future. This is a common wish for Sailors who do not wish to uproot their families every time they rotate from sea to shore duty. The selection of homesteading by a Sailor is seen by the detailers as a flag that a Sailor is interested in a certain family lifestyle, and out of a short list of locations that are considered homestead regions, Sailors could select a preference for or against them. This gives the Sailor more flexibility and control than he or she would have simply telling a detailer homesteading is important during every assignment process or always having to search through JASS jobs for a location at each sea/shore rotation time.

## **Training Availability**

In order to progress in their rating, Sailors need to be able to attend school periodically in order to learn new skills. Currently, Sailors may tell the detailer they would like training and accept it if a school quota is available, or worse, simply apply through JASS for a job that they have no training in and hope the detailer will select them for it. A preference for training in a future system could allow the Sailor to actively seek schools with open slots, ships giving on-the-job training, or even skills of particular value to the Navy that could result in extra incentive pay.

## **Enlisted Management Community (EMC)**

In the current system, Sailors do not often change ratings, an event that requires special approval from EPMAC. However, by requesting a change in distribution community, Sailors could search for certain openings in transitory NECs for a change from normal duty, or search for specific closed-loop NEC openings, hoping to gain training to become part of that community regardless of rating. In addition, a Sailor on

surface duty for a certain rating could easily indicate a preference to transfer to the submarine duty distribution community for that rating with an EMC preference screen. And finally, a Sailor really interested in changing ratings could make this permanently known to the system, as this is not reflected currently in the Sailor database or associated preference fields.

## **Importance of Factors According to Community**

This section defines the important factors currently used by the human detailer to find matches between Sailors and requisitions. As outlined in the WBD Specification (RCI, 2003), in the future automated system, Command and Sailor agents interact with each other to produce a slate for the human detailer, who will then review the slates to make a final decision of who to select for each requisition. The materials described in this section can be used by the Command and Sailor agents to calculate the match scores, and therefore determine the fitness of a Sailor to a given requisition. The weights used to calculate the match scores depend on factors discussed in the following subsections. In addition, these factors will be used by the Detailer agent, prior to human detailer approval, to validate if the slate determined by the Sailor and Command agents violated rules specific to the detailer's distribution community or Navy policy.<sup>3</sup>

The following factors are important to all communities. However, it is not possible to describe one general system of weights for each factor. This is because different communities have different critical needs. MILPERSMAN 1306-100 and 1306-101 describe a system where priority of the requisition, time of arrival to duty station, NEC reutilization, match of Sailor paygrade to that on the requisition, Sailor preferences, and minimized moving costs are all important priorities which must be satisfied to the fullest extent possible. In the reality of today's Navy, it is not possible to optimize all these factors at once. The best a detailer can hope for is to provide a satisfactory solution considering all these factors according to the needs of his or her community.

## **Factors**

### **Manning Control Authority Priority**

This is the priority placed on a requisition as it is brought down from its Manning Control Authority (MCA). All detailers work to fill the highest priority requisitions, even if some of the lesser priority requisitions remain unmanned. However, some job specialties are simply more critical to the functioning of an activity than others. On the requisition screen in the Enlisted Assignment Information System (EAIS), the assignments are always listed in order of priority. Detailers cannot simply force a Sailor to take a priority assignment except in extreme cases like reenlisting after refusal to

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<sup>3</sup> Basic properties of Sailor, Command, and Detailer agents are located in Tables 7, 8, and 11, respectively, of the WBD Specification.

obligate service (OBLISERV) or other availability cases where a detailer must quickly find an assignment with little negotiation. JASS also lists requisitions in order of priority, and assignments that have gone unfilled for some time tend to be a higher priority to fill. These are listed in the “red” section of JASS. In addition, JASS will simply not list the lowest priority requisitions if there are not enough Sailors “rolling,” or up for rotation, to fill all requisitions. The detailer always has access to all requisitions for his or her distribution community, but is not supposed to fill the lowest priority ones except as a last resort to find a place to move a Sailor. Occasionally, EPMAC or an individual command may call a detailer to add pressure to fill a particular high priority requisition. In this case, the detailer must work hard to “sell” the requisition to Sailors. This is one of the reasons why detailers must go through “suggestive selling” training courses much like those taken by salespeople in the civilian world. Some communities may be able to let requisitions drop off the list unfilled, but critical assignments must be filled even if special approval is needed to rotate a Sailor earlier than his or her normal PRD.

### **Take-up-month/Arrival Time/Gap**

The Take-up-month (TUM) is the month, listed on a requisition, when the Sailor is scheduled to arrive at the activity. The newest requisitions have an arrival time of exactly 9 months away from the date they are generated. Therefore, if the exact arrival time is a high priority, the detailer has 9 months to get orders for an acceptable Sailor to move the Sailor from his or her present command, through proper training, and into the assignment. Sometimes long school sessions needed to train Sailors conflict with the time that Sailor is scheduled to arrive at the new command. Thus, just because a Sailor’s PRD is near an arrival time does not mean he or she will necessarily be able to make it on time. Some commands may actually prefer to have the Sailor on board without full training. Critical positions, especially in the medical community and highly specialized jobs, have the highest importance placed on arrival time so there is no “gap” where the job is unfilled. NEC reuse can help Sailors meet arrival time since it eliminates the time to execute training before a Sailor moves to the next duty station. One of the most difficult tasks for detailers in communities with long technical schools is to send Sailors to schools as PCS moves without follow-on assignments.<sup>4</sup> The detailer in this case must guess what assignments will be available after the Sailor leaves a school, in preparation to have fully trained Sailors able to meet arrival times of requisitions that are not yet generated.

### **Matching the Rating on a Requisition**

This is essential for all distribution communities based on rating (as opposed to transitory or closed-loop NEC communities). Only in rare cases may a detailer in one of these communities fill a requisition with a Sailor from another rating. Therefore, this is more of a necessity than a factor to balance.

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<sup>4</sup> PCS move may be defined as training >19 weeks.

## Matching the NEC on a Requisition

Although not all requisitions require specific NECs, the ones that do must be matched in all communities whenever possible. If for any reason the requisition cannot be filled with a Sailor who has or will soon receive the NEC, a reason must be given in the form of a code often accompanied with written remarks. However, commands sometimes talk with detailers informally to relax requirements for NECs.

## NEC Reutilization

This is especially important when the Navy has a large investment in a Sailor's training, and therefore varies significantly in importance by distribution community. Communities that have training schools of only a few weeks have less importance placed on NEC reutilization than those that last 6 months to a year or more. Distribution communities formed around closed-loop NECs ensure that an NEC is reutilized, since the Sailors are only offered requisitions using a particular NEC. Other communities, however, have a large number of NEC skills from which to draw and must balance Sailor desire to gain new training with the detailer need to reuse skills for the next assignment. Reuse of NECs primarily reduces costs, and it may also help a Sailor arrive at the correct time to an assignment.

## Paygrade Match

Supposedly all detailers must obtain approval from EPMAC before making a paygrade substitution, say of one higher or one less than the requested paygrade of the incoming Sailor. Some communities have a strong leadership structure where this plays an important role, while in many others it matters less. Paygrade match is more important in the higher ranks for senior leadership for all communities than it is for lower ranks. Additionally, the "khaki barrier" between an E-6 and an E-7 should not be crossed in a paygrade substitution unless it is a necessity. As a general rule, distribution communities formed by ratings or closed-loop NECs requiring highly technical training are much less concerned with rate match than proper skill level. However, some technical jobs, such as aircraft mechanics, require matches in paygrade also. An extreme disparity of paygrade between Sailor and requisition, such as an E-3 filling an E-9 slot, would not be allowed in any distribution community.

## Moving Cost

This affects everyone equally, so it is not included on Figure 4 below. During any particular year, budget constraints make it necessary to limit personnel move expenses. This may restrict the distance that personnel move, especially Sailors with dependents. Unfortunately, budget constraints may mean that although qualified Sailors are available to be rotated to needed assignments, they still may not be allowed to fill them. In addition, budget constraints make it much more difficult to satisfy Sailor location preferences. The most the detailer can do in some cases is to change the expectations of a Sailor who would like to move from, for instance, Norfolk, VA (West Coast), to San Diego, CA (East Coast).

## **Sailor Preference**

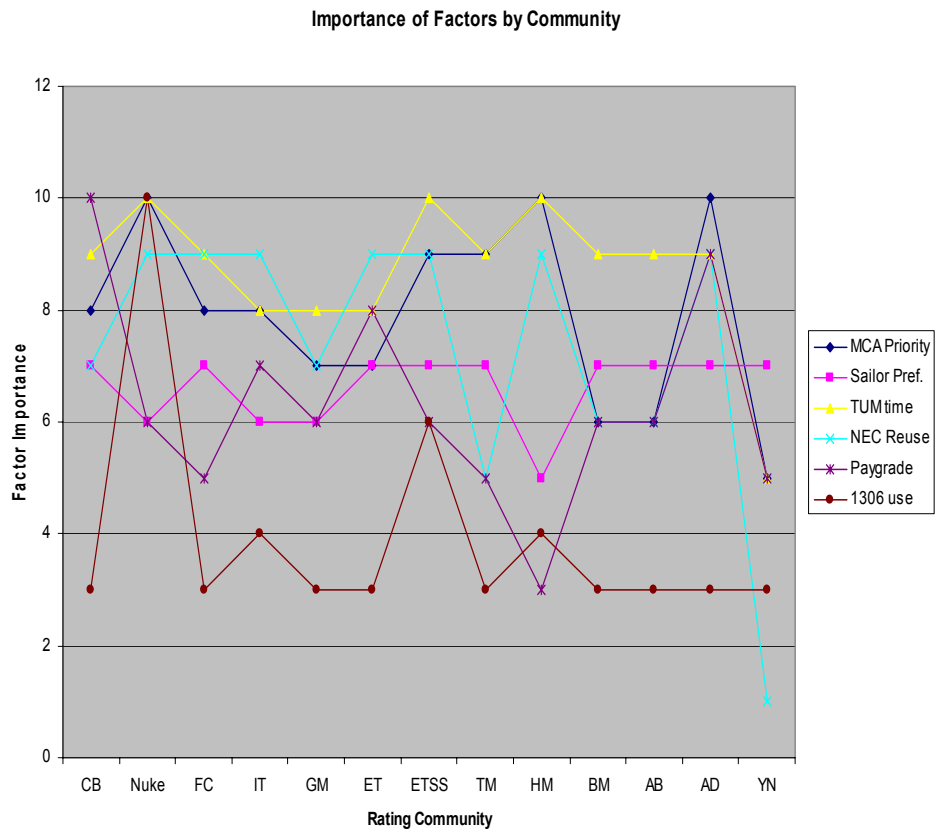
The Navy takes pride in being able to accommodate Sailor preferences when possible. However, this is simply not always possible under the current system, and some communities have less ability to grant Sailors duty location and activity preferences than others. Currently, Sailors submit preferences primarily by requesting particular assignments in JASS. A duty preference form is available as a “dream sheet” of where the Sailor would like to go, but is not considered a reliable way of securing a desired assignment, and is not widely used by either Sailors or detailers. More often, Sailors call or e-mail their detailers in addition to using JASS to relate their preferences. In cases where the Sailor must be sent to remote locations, or have highly technical skills with limited choice of job sites, incentive pay may offset Sailor preferences. Further detail on Sailor preferences is presented later in this report.

## **Enlisted Personnel Action Request**

An Enlisted Personnel Action Request (NAVPERS 1306/7) is a general-purpose form signed by a Sailor’s command that can be used to release a Sailor prior to, or after, a Sailor’s PRD. However, some communities, such as the Nuclear communities, use the 1306 as a recommendation form that must be submitted before a Sailor can be assigned. In these communities, the JASS where Sailors simply submit preferences for assignments is almost never utilized because the process cannot be easily automated.

## **Brief Description of Factor Importance in each Community Interviewed**

It is important to note that there are approximately 90 distribution communities based on rating and 300 total distribution communities, including closed-loop and transitory NEC communities. The 13 listed here represent a cross-section of the different ways detailers balance priorities in different communities. The differences between these communities on several factors are represented graphically in Figure 4. Further details on all basic Navy ratings can be found in NAVPERS 18068, *Navy Enlisted Manpower and Personnel Classifications*.



**Figure 4. Importance of factors by community.**

### Construction (CB)

Paygrade match is essential because of strong use of rank order in the leadership hierarchy of the construction community. Arrival time is also very important since construction battalions are frequently sent on short deployments to build whatever is needed. NEC reutilization is important, but interviews with construction detailers revealed it is sometimes possible to send the Sailor to a command without the proper NEC, leaving it up to the command to provide funding for training.

## **Nuclear Technology—Closed-loop NECs**

Assignments of Sailors trained in nuclear technology are closed-loop, and therefore these Sailors do not make up a single distribution community. Instead they are detailed by a specific NEC, so that each NEC makes up its own distribution community. However, the balancing of factors is similar for all nuclear NEC communities. The Navy invests much time and money, and provides large incentives for reenlisting, in the nuclear trained Sailors. In Figure 4, NEC reutilization is shown to be of high importance because of this investment, but it actually is not possible to detail a nuclear trained Sailor without the required NEC. MCA priority and arrival time are of the highest importance, since a replacement for a nuclear assignment must be ready before the previous person may be released. Finally, virtually all assignments in nuclear jobs except recruiting require a 1306 written recommendation from a Sailor's current command.

## **Fire Controlman (FC)**

This is a specialty with long technical schools, and proper manning is critical before a ship may deploy. This means priority assignments should almost never go unfilled, and NEC reuse should occur whenever possible for at least one sea and one shore tour. Paygrade substitutions, however, occur more frequently, since training is much more important than rank structure.

## **Information Systems Technician (IT)**

Long technical schools make NEC reutilization the highest priority within the IT community. Because of this, it is sometimes difficult yet important to get a Sailor to duty on time. Priority fills take precedence over specific Sailor requests for location.

## **Gunner's Mate (GM)**

Shorter technical schools make these assignments easier to fill with somewhat less concern over NEC reuse. This enables the detailer to better accommodate preferences, provided the community is not undermanned.

## **Electronics Technician, Surface (ET)**

NEC reuse is again important because of long technical schools and the need to be properly trained on specific equipment. This community has a particularly large range of NECs to match with requisitions. Currently, ETs are also overmanned, meaning there is more competition for jobs. Therefore, a detailer can be more selective about meeting command needs.

## **Electronics Technician, Submarine (ETSS)**

This demonstrates some of the difference between surface and submarine techs. Full manning and arrival time are even more critical on submarines. Paygrade match is not as important as long as the Sailors are fit for submarine duty and NEC qualified. Submariners have specific periodic tests with special codes that show up on the detailer's EAIS screen to ensure they may still be assigned to submarines. Otherwise, a Sailor may be transferred to a surface ET or other community.

## **Torpedoman (TM)**

While it is important for a TM to be on ship before deployment, the NEC school is rather short, so reuse is less of a priority and arrival time is more easily met. Unfortunately, fewer assignment slots in a smaller community can give the Sailor less choice in where he or she may go, especially for females who are only accepted for specified sea assignments in any community.

## **Hospital Corpsman (HM)**

This is the medical community who, along with dental technicians, absolutely must fill priority requisitions on time with qualified personnel. Otherwise, a Sailor needing medical attention might not receive it. There are a very large number of subspecialties within the HMs, the largest community in the Navy. The detailers interviewed spoke of coordinating exact transfer times of five assignments at once to avoid gaps in the needed jobs at each activity. However, paygrade substitutions are approved easily and often, as the technical skill is much more important.

## **Boatswain's Mate (BM)**

These are the traditional Sailor's Sailors. In other words, BMs take care of the deck, maintenance of the ship's external structure, knotting, and rigging. Thus, their training is more on the ship than in NEC schools, and they often gain NECs on the job. Reutilization is less important, but arrival time on a particular ship is important to meet, so that the Sailor may be properly trained for that specific ship. It is even important to be on ship to become used to the officer's style of leadership, as the same class of ship may have different job requirements depending on who is in command.

## **Aviation Boatswain's Mate (AB)**

These have priorities very similar to BM. However, ABs take care of launching, recovery, refueling, and crash rescue of aircraft, primarily aboard carriers. It is especially important for ABs to be on ship long enough to learn well the responsibilities involved, months before deployment if possible. It is not enough to have a "body" to fill a spot, but some experience on-board is necessary to become proficient in the current assignment, even if the Sailor already has the proper NEC before the assignment.

## **AD (Aviation Machinist's Mate)**

This is another specialty where leadership structure and thus paygrade match is a priority. Also, priority requisitions must be filled so that the planes worked on have proper support. In addition, current trouble meeting manning requirements in this community make priority requisitions even more essential.

## **Yeoman, or Administrative Assistant (YN)**

This is probably the least difficult specialty to detail of all those interviewed. There are no NECs, just a short "A" School, so reutilization is irrelevant. Other factors are also less critical to the success of Navy needs than most other specialties, so Sailor preferences can more easily be met. Yeomen are also needed in every command, whether on sea or shore, so Sailors can go virtually anywhere in this specialty, although budget costs still limit movement.

# **Special Cases**

## **Exceptional Family Member Program**

Sailors authorized in the Exceptional Family Member (EFM) program have special family medical needs the detailer must take into account. A Sailor in this program will have a special code in the N4 Flag field of the Enlisted Assignment Information System (EAIS) Member Data screen, and may have an "X" mark in the Special Interest Tracking Indicator field designating that all orders must be submitted for special approval before being officially assigned. Six different levels of restriction are possible in the EFM program, and these limit to varying degrees what assignments the Sailor may obtain. The detailer is most limited by levels 4 and 5 that designate a dependent that must be located near a major medical facility. This may restrict a Sailor to the areas such as Norfolk, VA, and San Diego, CA for comprehensive treatment, and in the case of level 6, the Sailor is not to move from the present geographic location.

The following are the six categories of EFM status (from MILPERSMAN 1300-700). Sailor category membership is approved by the appropriate Central Screening Committee (CSC) on a case-by-case basis.

### **Category 1**

Enrollment for monitoring purposes for medical or educational needs.

## **Category 2**

Limited overseas/remote Continental United States (CONUS) assignments. Care is usually available at most locations, except for some isolated CONUS/overseas areas. If orders are for overseas duty, the family must successfully complete overseas screening.

## **Category 3**

No overseas assignments. The EFM's medical condition/educational needs preclude assignment to overseas locations where services to meet those needs are not available.

## **Category 4**

Major medical areas within CONUS only. The EFM's medical/educational condition requires assignment to billets near major medical facilities.

## **Category 5**

Homestead Program. The EFM's needs are highly specialized as to complexity/severity requiring continuity of care. The member receives a long-term assignment to an area that can support multiple sea-shore rotations, typically in the geographic areas of Norfolk, VA; Jacksonville, FL; San Diego, CA; Bremerton, WA; and Washington, DC.

## **Category 6**

Temporary category. The EFM's condition requires a stable environment for 6 months to 1 year due to ongoing treatment or diagnostic assessments. Must be updated in 1 year to receive a permanent category or to be dis-enrolled. Assignments are based on the information contained in the application. Information in the application needs to be current and accurate to ensure an appropriate category is assigned.

## **Other Special Programs that Restrict Assignments**

### **Family Advocacy Program (FAP)**

A Sailor may be a member of this program if there are special family problems such as abuse in the home. The detailer may not have exact information listed about the reason for being in the program, but always is alerted by the corresponding code. This can limit the Sailor assignments to those where special treatment facilities and hospitals are available.

## **AIDS virus (HIV)**

There is a special code for Sailors who have become infected by the HIV virus. This also limits assignments to those where appropriate care is available.

## **Spouse Co-Location**

The Navy, and the U.S. Armed Services in general, take special consideration into account when two service members are married. This always makes the assignment process more difficult, as the detailer of one service member must phone the distributor of assignments for the other service member in an effort to coordinate location. The detailer also makes an effort to keep only one family service member deployed at sea at any one time. Each service member should have his or her command sign a 1306 form to request early release from command if necessary, in order to make the process go more smoothly. One problem with the current system is that the Spouse ID field on the Member Data screen of EAIS is not always updated, so that the detailer may not know at first that the Sailor is designated for spouse co-location. There is no one procedure to follow, as assignment negotiations are done case-by-case. While there is an attempt to co-locate, there is no guarantee that any assignments will be available in the same location for service members whether they are in the same distribution community, different distribution communities, or different branches such as the Army or Marine Corps.

## **Pregnancy**

Pregnant Sailors on sea duty must be taken off ships, and are assigned a temporary NEC of 0054. The detailer must quickly reassign these Sailors to shore duty, while minimizing the costs of moving. If necessary, EPMAC may be able to either open up a billet or otherwise create a requisition to accommodate a Sailor during her pregnancy. As soon as this Sailor is fit for sea duty again, the detailer will again try to send her back to the same geographic location for homeport, even refilling the previous assignment if a replacement has not been assigned. Low cost and speed are the overriding factors, while Sailor preferences must be a low priority.

## **Limited Duty**

Sailors on limited duty (LIMDU) have been injured and need a special temporary assignment. Like the case of pregnancy, low cost, quick assignment, and proper medical treatment must take priority. Going to limited duty, EPMAC may approve detailing in excess, or without an actual requisition, to keep the Sailor in the current geographical location. Also, it is a general rule that no more than 10 percent of an activity's requisitions should be filled with LIMDU personnel at any one time. A Sailor coming off of limited duty may contact the detailer before leaving LIMDU status (typically a PRD is

assigned 8 months from the beginning of LIMDU), but the detailer is limited because he or she cannot make an assignment until the Sailor is approved fit for duty by a Navy doctor. As soon as this happens, the Sailor is in “available” status and should be reassigned quickly, and thus will have limited choices.

### **Sailor is Unhappy with Assignment after Orders have been Issued**

A Sailor who already has orders that have been processed, but nevertheless decides the assignment is unsatisfactory may not be reassigned by the detailer, and has limited options. One factor is that the detailer no longer has control over the Sailor after assignment, as the “ownership” of the Sailor in the distribution system has already been transferred to the appropriate Manning Control Authority. The Sailor basically has three options.

If the Sailor’s enlistment contract is soon to be completed anyway, the Sailor may refuse to re-enlist. Under normal conditions, the Navy does not extend enlistment time unless a Sailor re-signs a contract every four to six years. If the assignment extends far past the Sailor’s re-enlistment contract, and the Sailor does not sign the contract, this is called refusal to Obligate Service (OBLISERV). Under this case, the Sailor does not have to go to the next assignment, and may in fact be extended at his or her current assignment to fulfill the remaining service contract, approved by the command and the Enlisted Personnel Management Center. After the refusal to OBLISERV has been processed, if the Sailor re-enlists anyway, his or her assignment preference will be given little to no consideration for the new assignment.

The Sailor may request what is called a flag review. This goes through an officer in the Sailor’s command, and is used to review a detailer’s actions when a Sailor feels he or she has been treated wrongly in the assignment process. For this, the detailer must prepare a defense case.

The Sailor may write a letter to Congress. A Congressman may approve a request to take the case back to enlisted assignments. Again, the detailer must prepare a defense. Realistically, Congressional cases rarely result in the overturning of a Sailor’s assignment.

### **Detailer Wishes to Temporarily Transfer Sailor to a Different Community**

Under normal conditions, a specific detailer owns the requisition list for a specific rating community (such as BM or FC) and paygrade range. Therefore, that individual detailer is the only one who may assign a certain range of requisitions. Under some conditions, however, the detailer may wish to apply a Sailor for a requisition outside of his or her distribution community. This may be because of a special hard-to-fill case, or because the detailer is out of shore billets and needs a place to send his Sailor for shore duty. The more common case is to transfer a Sailor to special programs, including recruiters and instructor duty that are officially outside the detailer’s distribution community. These assignments do not utilize JASS because they are not applied for through the same system. However, the detailer only needs to release the Sailor to the

special programs detailer to be assigned. Each community, especially those that are overmanned, may have slots to fill for recruiting and other special assignments that do not require training in their rating community. The detailer will give the Sailor a temporary Distribution NEC, or DNEC, shown in the Assigned Rate field in EAIS, during this process.

A more rare, but important, case actually requires approval to De-Rate a Sailor for the assignment. This means an assignment in a different distribution community will be filled by the Sailor in the primary detailer's community. To initiate this process, the detailer: (1) looks up requisitions in other communities that require similar skills or are generic jobs assigned to a particular rating; (2) calls up the detailer who "owns" the needed requisition and asks if it can be "given up" to the first community; (3) has the second detailer initiate a process to contact EPMAC for approval; (4) de-rates the Sailor for the assignment, if approved, meaning he or she is actually assigned a rate in a different distribution community (e.g., BM2 changed to MA2) for the duration of the assignment; and (5) assigns that Sailor (second detailer) to the requisition for his or her community.

### **Guaranteed Assignment Retention Detailing Assignments**

A Sailor may re-enlist with a guaranteed assignment retention detailing (GUARD) incentive. This means the Sailor may apply for reserved "Gold" assignments in JASS. This is indicated on the EAIS Member data screen by a code in the GUARD field. "Gold" requisitions shown in JASS are highly desirable assignments, often because of their location. If the Sailor is already in the GUARD program, the detailer may go ahead and assign him or her to one of these requisitions. However, if a Sailor is going to reenlist soon and has not yet applied to the program, the detailer can only hold the assignment, not applying anyone else, for a few days until the Sailor has his or her command submit paperwork to apply for GUARD. After the paperwork comes through, the detailer may assign this Sailor to the reserved requisition. Since each detailer has sole control over a certain number of requisitions, it is not problematic to ensure no one else is assigned while the detailer is waiting for GUARD paperwork. However, if a more qualified member applies to the same requisition, the detailer reserves the right to let this person have the assignment rather than the first Sailor. In addition, Sailors enlisting under the GUARD program after their first enlistment contract may be able to leave sea duty to go to shore duty earlier than other Sailors. More detail on Navy policy for the current GUARD program may be found in the latest Enlisted Transfer Manual, NAVPERS 15909G, Chapter 8. This is not an unchanging program, however, so conditions for GUARD may be different in the next few years. In fact, if the Navy no longer requires incentives to keep Sailors in the Navy, the GUARD program may eventually be dismantled completely.

## Incentive Pay

There are three types of incentive pay with which the detailer must be concerned: Special Duty Assignment Pay (SDAP), Location Selective Reenlistment Bonuses (LSRBs), and the forthcoming Assignment Incentive Pay (AIP). Regular Selective Reenlistment Bonuses (SRBs) only affect reenlistment contracts and do not directly involve requisition assignments.

### Special Duty Assignment Pay<sup>5</sup>

This type of incentive pay is tied to a billet, not a requisition. Detailers only assign requisitions, and therefore are aware of Special Duty Pay but cannot link it to Sailor orders directly. In addition, this type of incentive is never listed in JASS since JASS only lists requisitions. Messages are sent periodically throughout the Navy to alert commands and detailers of which job specialties qualify for Special Duty Pay. The restriction is that it will not be given to Sailors at activities when the number of requisitions for a particular specialty exceeds the number of billets authorized (BA), generated by TFMMS. In almost every case, this does not happen and in fact there are less requisitions generated than there are billets authorized. In fact, one of the reasons for Special Duty Pay is to keep people with specialized skills in the Navy when there are not enough people to fill the jobs. Therefore, the detailer can state with confidence that Special Duty Pay will be available to the Sailor when he or she reaches the command. Then, the Sailor must apply through that command to obtain the monthly incentive for the duration of the assignment.

### Location Selective Reenlistment Bonuses<sup>6</sup> (LSRBs)

This monetary incentive is directly linked to the requisition the Sailor applied for. Therefore, the Sailor can view it in JASS. LSRBs are linked to specific undesirable, usually remote, locations where certain job skills are needed. Sailors thinking of reenlisting can state a preference for these requisitions. If assigned, the Sailor, upon signing a new enlistment contract with the Navy, will receive an extra monthly bonus not only for the duration of the assignment but also for the entire enlistment. This is available even to Sailors who do not qualify for regular SRBs, though those who qualify for both will receive an even higher monthly incentive. A detailer's immediate needs are met when he or she fills the specified requisition, and overall Navy needs are met because the Sailor has reenlisted in an important specialty. Unlike Assignment Incentive Pay (Section 10.9.3.), Sailors are given a preset monthly rate for their LSRB depending on location if they qualify for the requisition.

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<sup>5</sup> NAVADMIN 03003a1/ 03003b1.

<sup>6</sup> NAVADMIN 023011.

## **Assignment Incentive Pay (AIP)**

This program has recently been implemented in selected, “hard-to-fill,” locations. The process involves Sailors bidding in an online “auction” for the lowest amount of incentive it will take them to fill a desired requisition. Like LSRBs, AIP requisitions are for remote, less desirable locations. An important note about AIP fills is that detailers are not allowed to enter bids or preferences on behalf of the Sailor. They are closed to online bidding from the Sailor by way of the Command Career Counselor. However, a detailer can certainly inform a Sailor by phone or e-mail response that AIP requisitions are available, and they do of course fill a needed requisition. Though the detailer cannot apply a Sailor preference directly, he or she still makes the decision for requisitions belonging to the distribution community. This means the detailer will still decide if the bidders are qualified for the position before writing the orders for the “winner” of the auction.

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## **Appendix A: Overall Assignment Process**

## Policies Affecting the Assignment Process

The following section lists policies that would be followed by the proposed policy software agent in the new assignment system. The basic functionality of this agent is defined in Appendix A, Table 9 of the Web-based Marketplace Software Requirements Specification (RCI, 2003). The policy agent acts as a place to store knowledge of Navy policy, which can then be retrieved by various other agents. This section lists a few necessary constraints such as on preventing improper paygrade and NEC substitutions. Section 7.2 of the current document goes into more detail about these and other Navy policies that restrict the detailer's assignment decisions in the current process.

In other sections of the Requirements Specification, the policy agent is listed as being called by other agents. For example, in Appendix A, Table 7, the Sailor agent must check with the policy agent for validity of the Sailor preferences before negotiation with other agents. A warning would be provided, for instance, if a Sailor tried to apply for an assignment that was not appropriate considering his or her qualifications or sea/shore rotation. Table 8 from the specification lists a requirement that a command agent must validate preferences with the policy agent as well. Commands follow the same Navy policies as the Sailor when considering job assignments, but also may have other policies. Table 10 from the specification relates the Counselor agent's relationship to the policy agent. The Counselor would consult the policy agent when reviewing a Sailor's initial job preferences, and would communicate these to the Sailor. Finally, in Table 11 of the specification, the Detailer agent consults Navy policy before approving a requisition assignment. Where the other policy consultations come near the beginning of the process, this one comes at the very end just before an assignment is made. In addition to the policies listed here, detailers have their own rules depending on the community, and these are further addressed in the current document. The policy agent, however, generally applies its rules across all types of assignments, and thus relates Navy-wide guidelines. In the current system, most policies may be bent or broken on a case-by-case basis with approval from authorities, from EPMAC up to the Secretary of the Navy. However, the following policies are accurately enforced in most cases.

1. Sailor may not apply for a job until within 9 months of PRD date, in order to ensure full completion of present sea or shore duty. (MILPERSMAN 1306-100)
2. Navy policy states that Sailors must rotate between shore and sea duty tours throughout their careers. (MILPERSMAN 1306-101)
3. Restrictions for Sailors applying to requisitions.
4. Paygrade of Sailor is normally a close, if possible exact, match to desired paygrade on the requisition. Enlisted Placement Management Center (EPMAC) approval is needed for paygrade substitutions. (PERS-40, 2003)
5. Sailor should either have the proper NEC listed on the requisition, or be able to go to school en-route to obtain the training. A few NECs are acquired on the job (OJT), especially in the Boatswain's Mate rating. (PERS-40, 2003)

6. For assignments requiring a particular rating, Sailor must normally have that rating already. For example, a YN cannot fill a BM requisition, even if the YN happens to hold an NEC listed on the BM requisition. The rating takes precedence except with closed-loop or transitory NEC assignments. (PERS-40, 2003)
7. Female Sailors going to sea duty always must be assigned to requisitions that are open to females specifically. This is denoted in JASS or under Women in Sea (WIS) on the requisition in EAIS. (PERS-40, 2003)
8. EFM, HIV, and FAP all have restrictions on where the Sailor can move for proper treatment of affected Sailor or dependent. (PERS-40, 2003; Enlisted Transfer Manual, Chapter 25.)
9. Highly technical NECs (long training schools) should be reutilized for more than one assignment whenever possible. (PERS-40, 2003)
10. Budget restrictions keep a Sailor from moving long distances, such as from Atlantic to Pacific regions. Likewise, having a high number of dependents will limit a possible Sailor move overseas. (PERS-40, 2003)
11. Sailors married to other military members must coordinate their moves if possible between detailers of both members. (PERS-40, 2003)
12. Some Sailors are needed to fill transitory NECs in Special Programs detailing sections, such as recruiting. Overmanned communities, or communities short on shore duty assignments, are the first to send Sailors to Special Programs. These Sailors do not change ratings but are detailed for that assignment only by the applicable transitory NEC detailer. (PERS-40, 2003)
13. Sailors holding closed-loop NECs are strictly detailed by their NEC regardless of rating, though they still keep their original general rating (such as YN or BM).
14. JASS promotes a fair share policy in which Sailors compete for jobs. This contrasts with the old first-come, first-serve policy used when detailing over the telephone apart from JASS. In general, detailers fill requisitions through JASS if possible, but this requires active Sailor participation during the first week of a requisition cycle. (Requisitions are sent down to be assigned every 2–3 weeks.) (PERS-40, 2003)
15. Schools over 19 weeks long, whether “A” or “C” Schools, count as a PCS (Permanent Change of Station) move. Schools under 19 weeks long are not considered permanent moves, so detailers already have a follow-on assignment set for Sailors before they attend. Sailors who do not already have a follow-on assignment set are put in availability status for immediate assignment upon graduation. These Sailors submit a duty preference sheet approximately 8 weeks before graduation to the detailer in their rate classification. (PERS-40, 2003)
16. A Sailor needing en-route training will be always be assigned a follow-on PCS duty station when the school is less than 19 weeks long. (PERS-40, 2003)

17. Sailors coming off of LIMDU, the pregnancy NEC 0054, humanitarian assignments (brief periods home to take care of personal issues), and Captain's Mast or other prison holdings (unless under 30 days) are put in available status when declared ready to be reassigned. Thus they cannot utilize the normal detailing window 6–9 months from their PRD. (Enlisted Transfer Manual, Chapter 24)
18. Women who become pregnant at sea must leave the ship to be reassigned to shore duty with an NEC of 0054. If they cannot fill a shore requisition in a nearby geographical area, a placement may be specifically created to accommodate the move.
19. Selective Reenlistment Bonuses (SRB) are given for specific ratings and NECs and are not tied to specific requisitions but the enlistment contract itself. (NAVADMIN 023521)
20. Location Selective Reenlistment Bonuses (LSRBs) and Assignment Incentive Pay (AIP) show up on the requisition. (NAVADMIN 023011)
21. Special Duty Assignment Pay is not directly linked to a requisition, but is linked to the type of job, and is administered by the Sailor's new command, not the detailee. (NAVADMIN 03003a1, 03003b1)
22. PCS moves are restricted by the assignment budget, controlled by Congress. The budget for moving Sailors varies from year to year. (PERS-40, 2003)
23. One or more Command Career Counselors (CCCs) are available for Sailors to talk to at every command. Sailors may not submit preferences for jobs in JASS except through a CCC. (PERS-40, 2003)
24. Detailers cannot assign a Sailor to a requisition that has an arrival time of less than 3 months or more than 4 months from the Sailor's PRD without outside approval from the Enlisted Placement Management Center (EPMAC). Therefore, while Sailors are not restricted to requisitions with an arrival time matching their PRD, they should normally request assignments that begin within a few months of PRD. (PERS-40, 2003)
25. Some closed-loop NECs, for example in the nuclear community, require a 1306 form signed by the present command for recommendation before they may be applied for. Normally, these Sailors are detailed outside of the JASS automated assignment process.

## Basic Statements and Relationships

Total Manpower Management System (TFMMS) is a single entity that generates billets for many (in fact, all) different individual commands.

Individual commands do not have direct control over generating billets.

Individual commands also do not have direct control over how requisitions are generated from billets.

The Allocation Control Authority is one entity that looks at information from all enlisted Sailors to determine an estimate of who will be available for requisitions in the next cycle.

The Allocation Control Authority works by looking at the overall numbers for enlisted Sailors due to rotate from sea to shore, or shore to sea, using their Projected Rotation Dates (PRD) as a guideline to when they will rotate. Enlisted Sailors' Expiration of Active Obligated Service (EAOS) dates are taken into account and an estimate of how many Sailors will not re-enlist is factored into the projection.

P-9 for a particular Sailor means that Sailor is estimated to rotate between sea and shore duty 9 months from the present date. P-9 for a particular command refers to the number of Sailors expected to be at that command in 9 months. The Allocation Control Authority determines P-9 numbers for each command and across the entire Navy enlisted population.

The Manning Control Authority (MCA) creates the requisitions that detailers may assign enlisted Sailors to. Generally, there are fewer requisitions available than the number of billets originally issued.

Overall, the Manning Control Authority issues every enlisted requisition in the Navy.

The Manning Control Authority work is divided up into four branches, MCAL (Atlantic/ East Coast), MCAP (Pacific/West Coast), MCAB (Bureau/mostly shore staffing assignments), MCAR (reservists). General requisitions for non-rated Sailors (most assignments for E-1 to E-3 paygrades) are sent to the Enlisted Personnel Management Center (EPMAC) and are outside the scope of this document.

The Navy Manning Plan is a program that MCA uses to generate requisitions from incoming billets. It is a single entity that affects all enlisted requisitions.

A predefined priority matrix tells MCA what requisitions are to be given the highest priority. It also affects all enlisted requisitions.

The Assignment Control Authority is a single entity that encompasses all detailers.

Each detailer may be given control to assign requisitions from at least one up to all three of the non-reservist Manning Control subdivisions. These are MCAL, MCAP, and MCAB.

The MCAs use the Enlisted Personnel Requisition System (EPRES) to communicate requisition information to the Assignment Control Authority. Detailers do not look at EPRES directly.

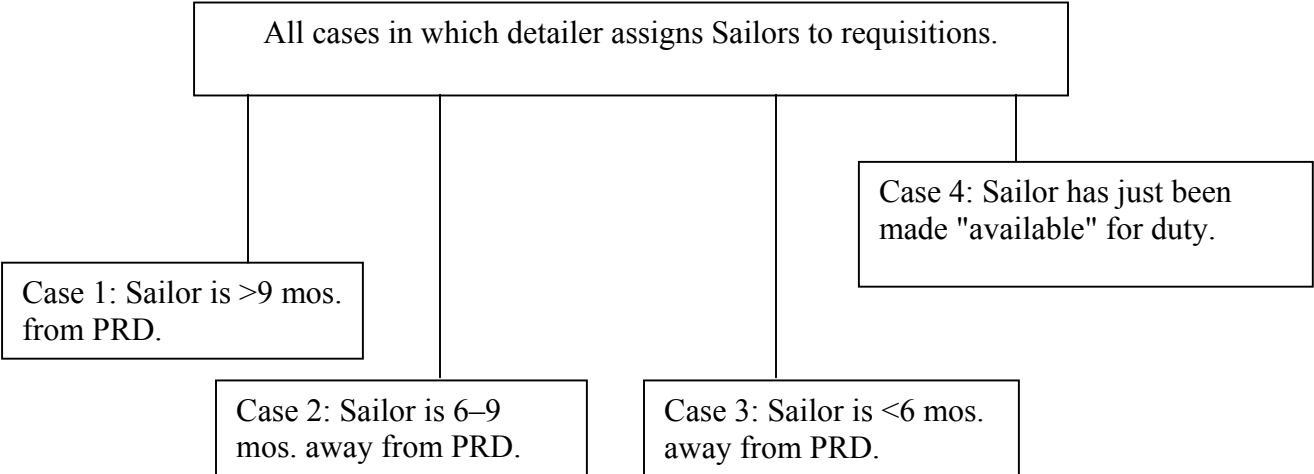
All detailers use the Enlisted Assignment Information System (EAIS) to query EPRES and other databases for information on requisitions specific to their community.

The priorities set by the Chief of Naval Operations (CNO) affect all enlisted requisitions. However, depending on community, some priorities are more important than others.

The enlisted distribution triad encompasses Allocation Control Authority, Manning Control Authority, and Assignment Control Authority. Detailers only work in the Assignment Control Authority.

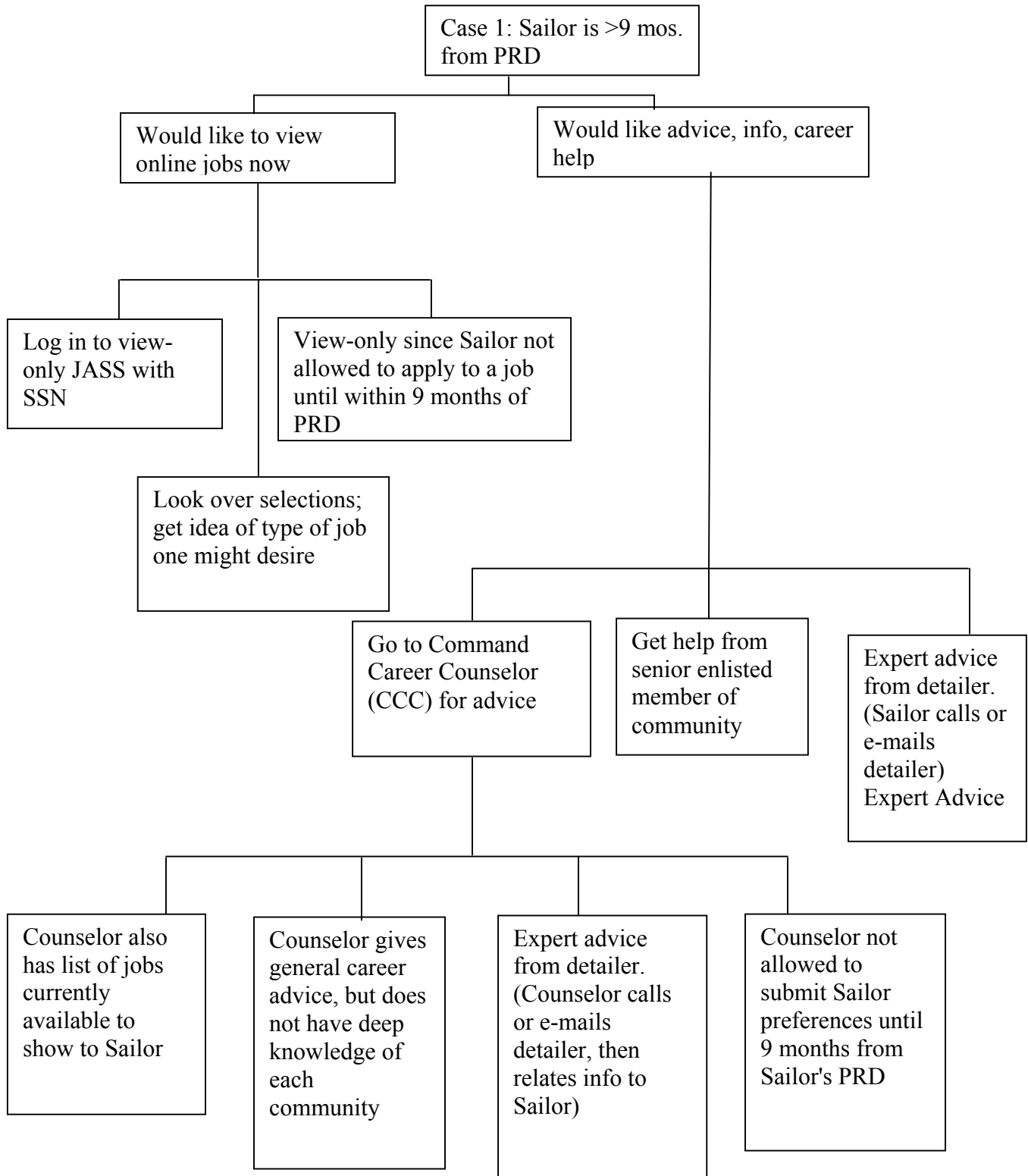
The primary focus of this study is on the detailing process, and therefore, on the Assignment Control Authority.

# Process Flow Diagrams of the Detailer Functions.

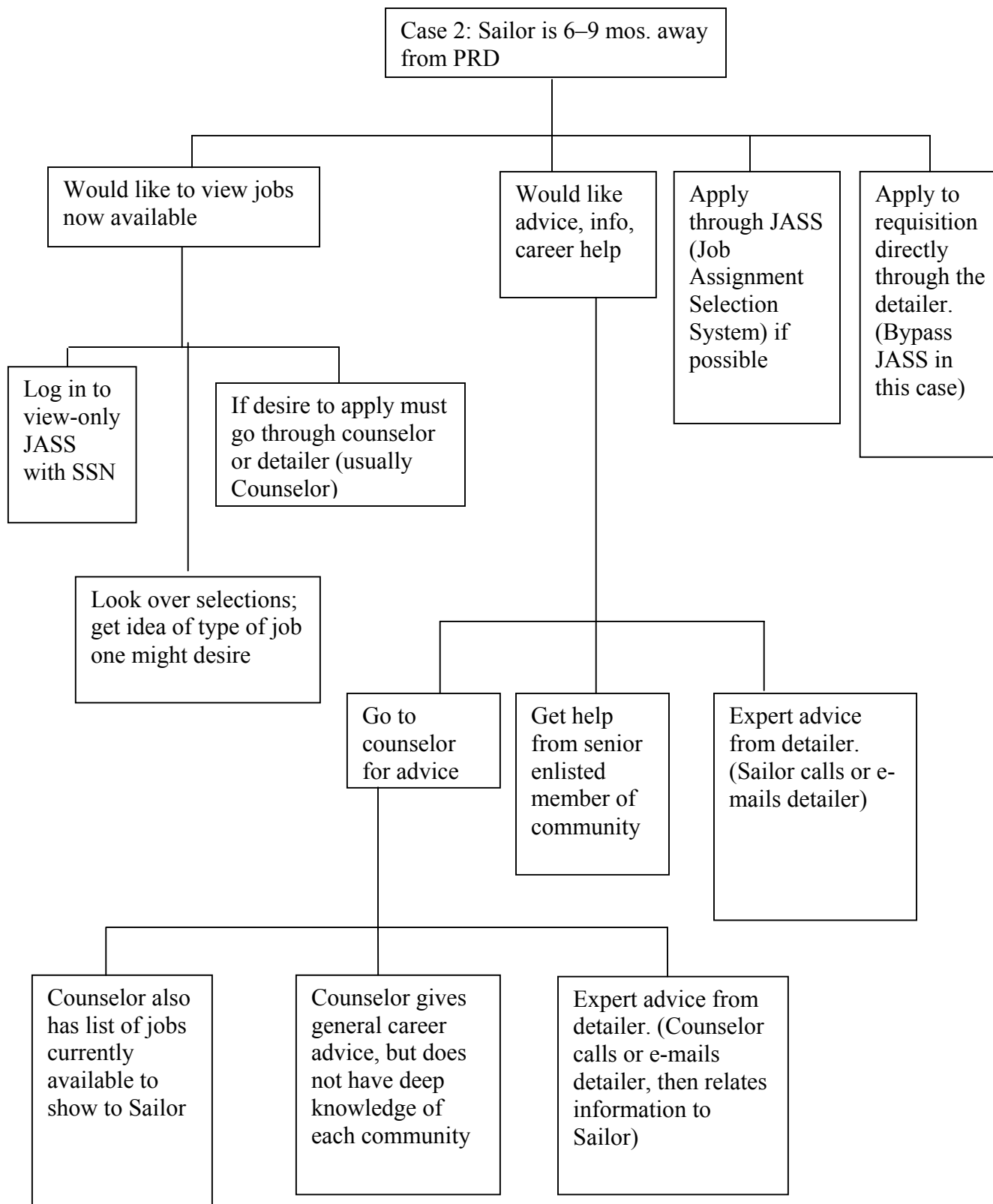


**Figure A-1. Overall view: active duty Sailors are assigned by a detailer.**

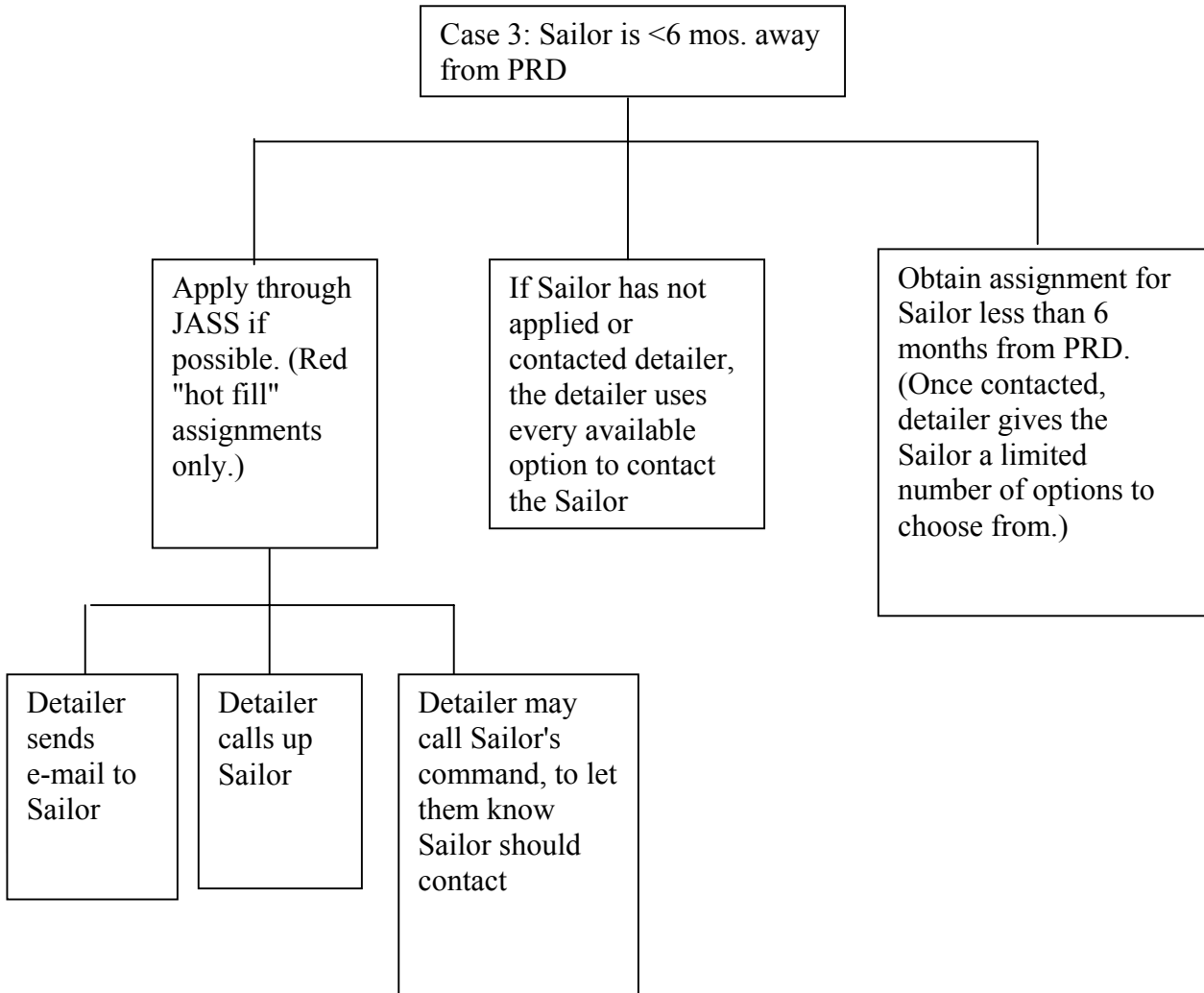
**Case 1: Sailor is >9 months away from PRD.**



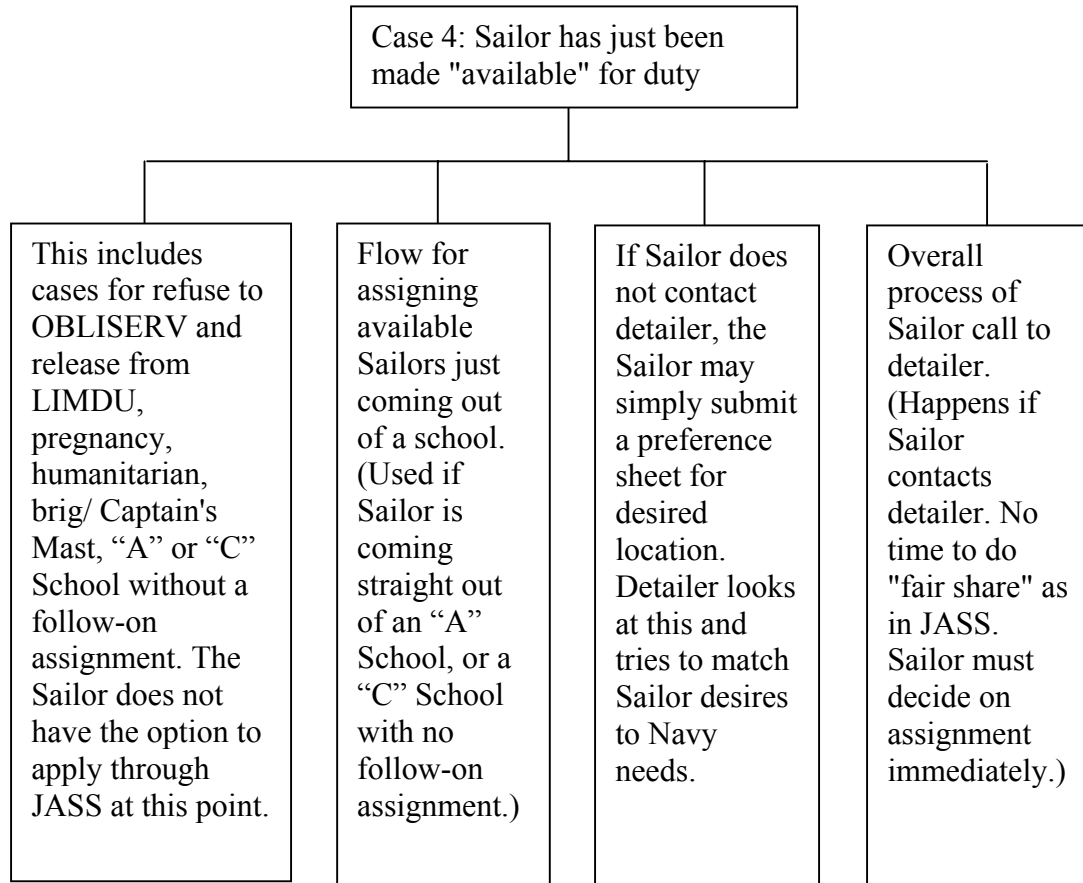
**Case 2: Sailor is 6–9 months from PRD.**

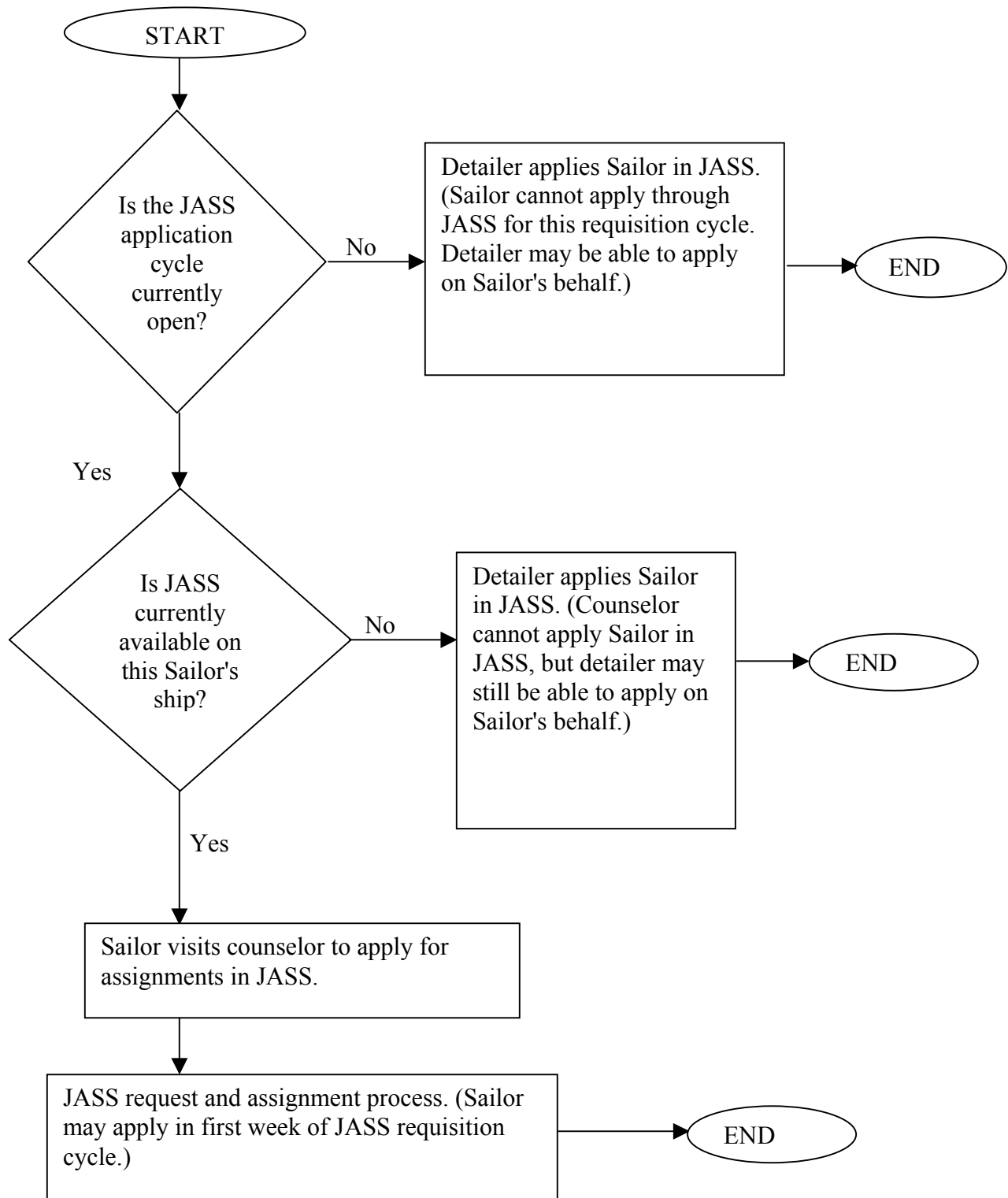


**Case 3: Sailor is <6 months from PRD.**

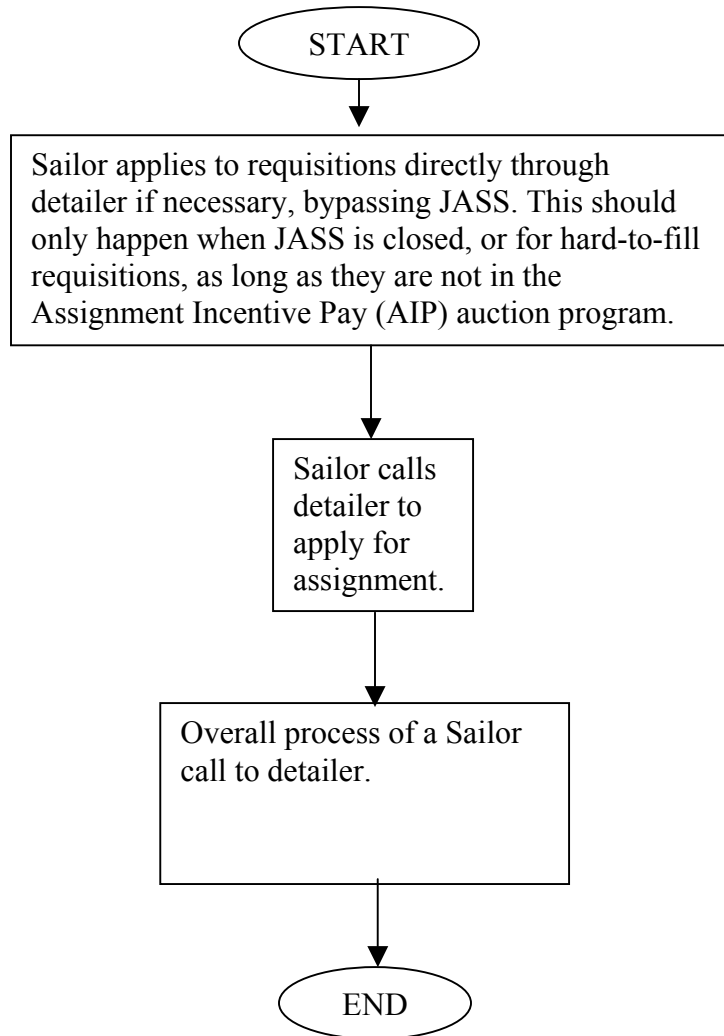


## Case 4: Immediately available for duty.

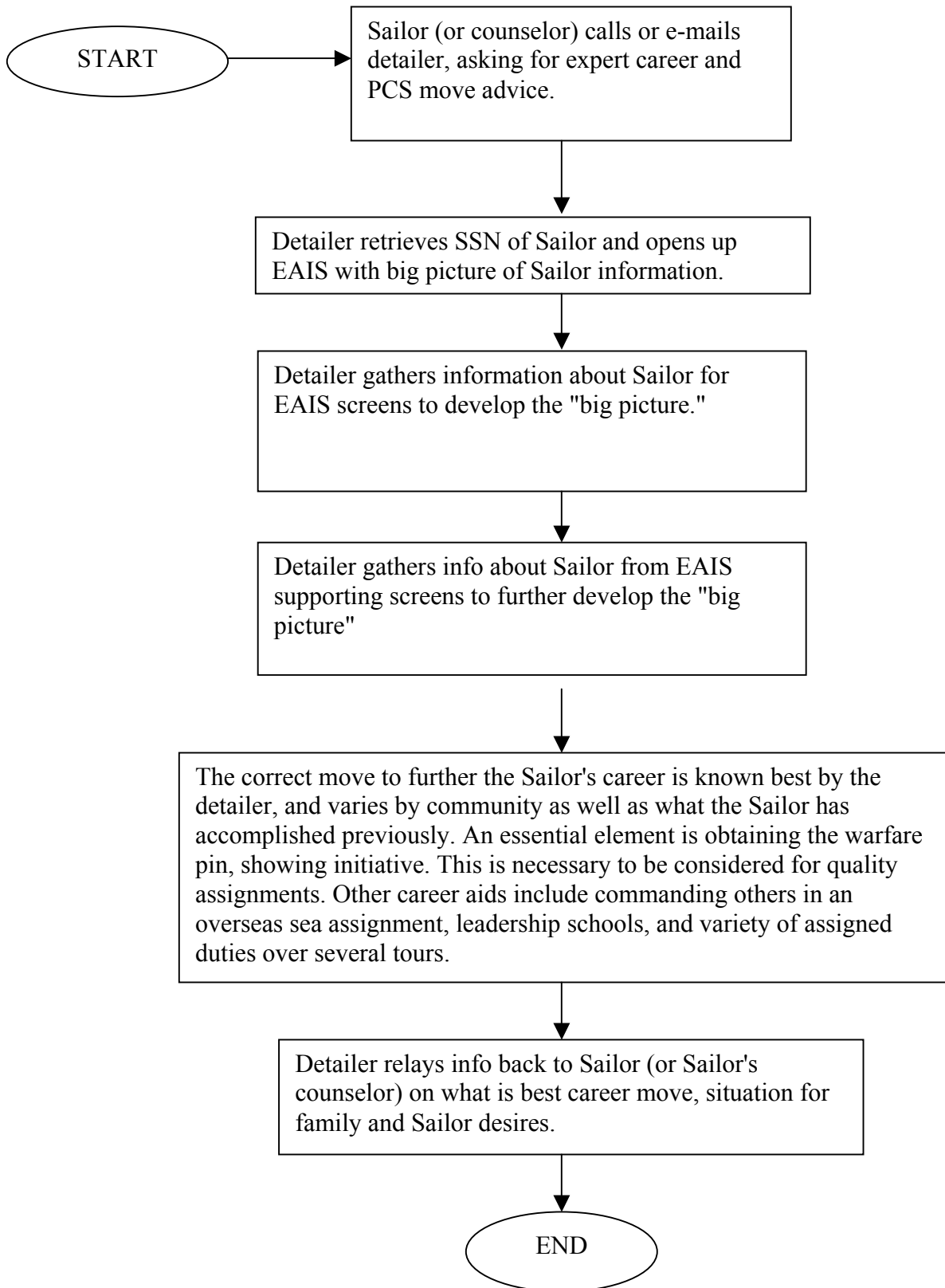




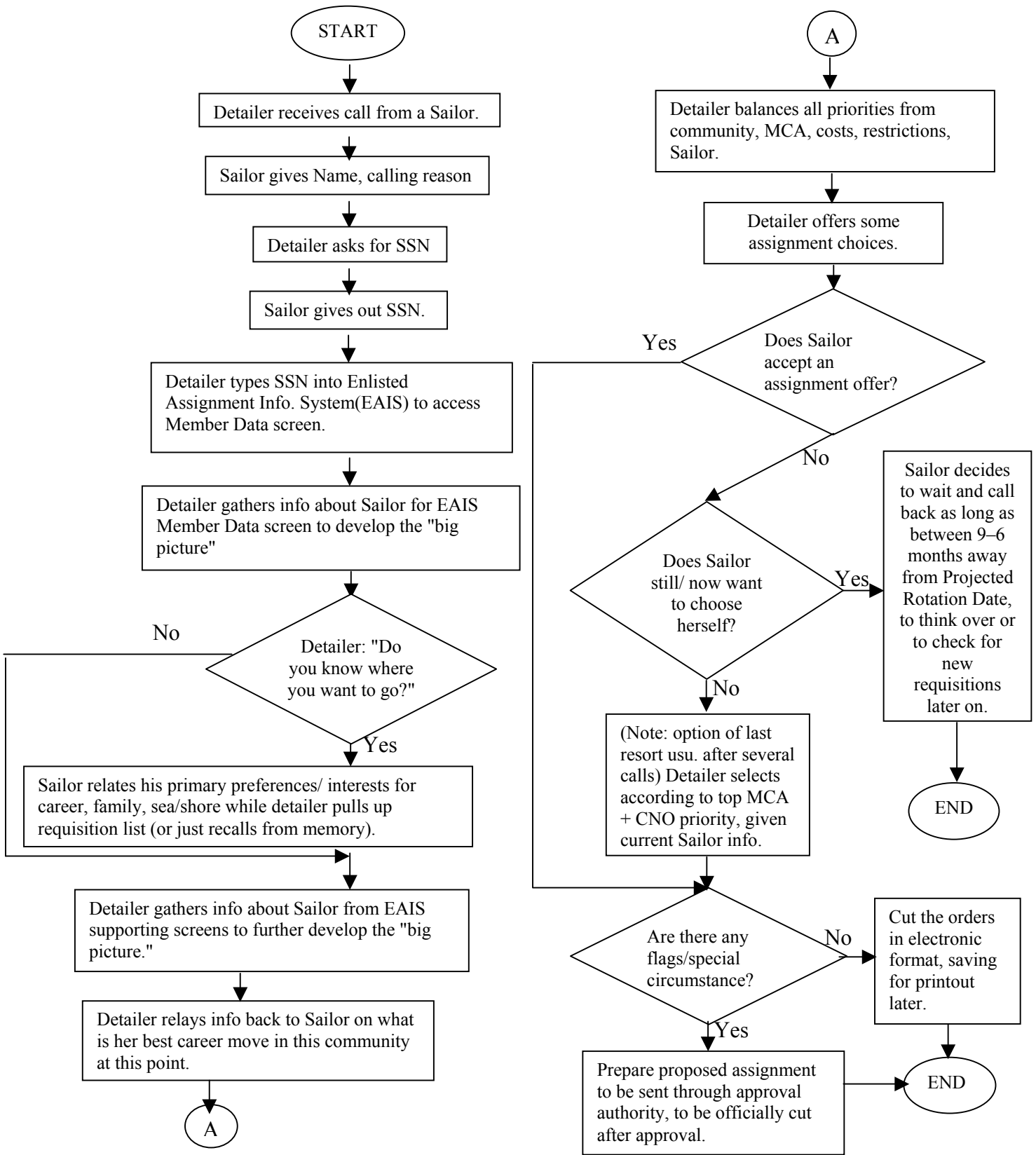
**Figure A-2. Apply through Job Assignment Selection System (JASS) if possible.**



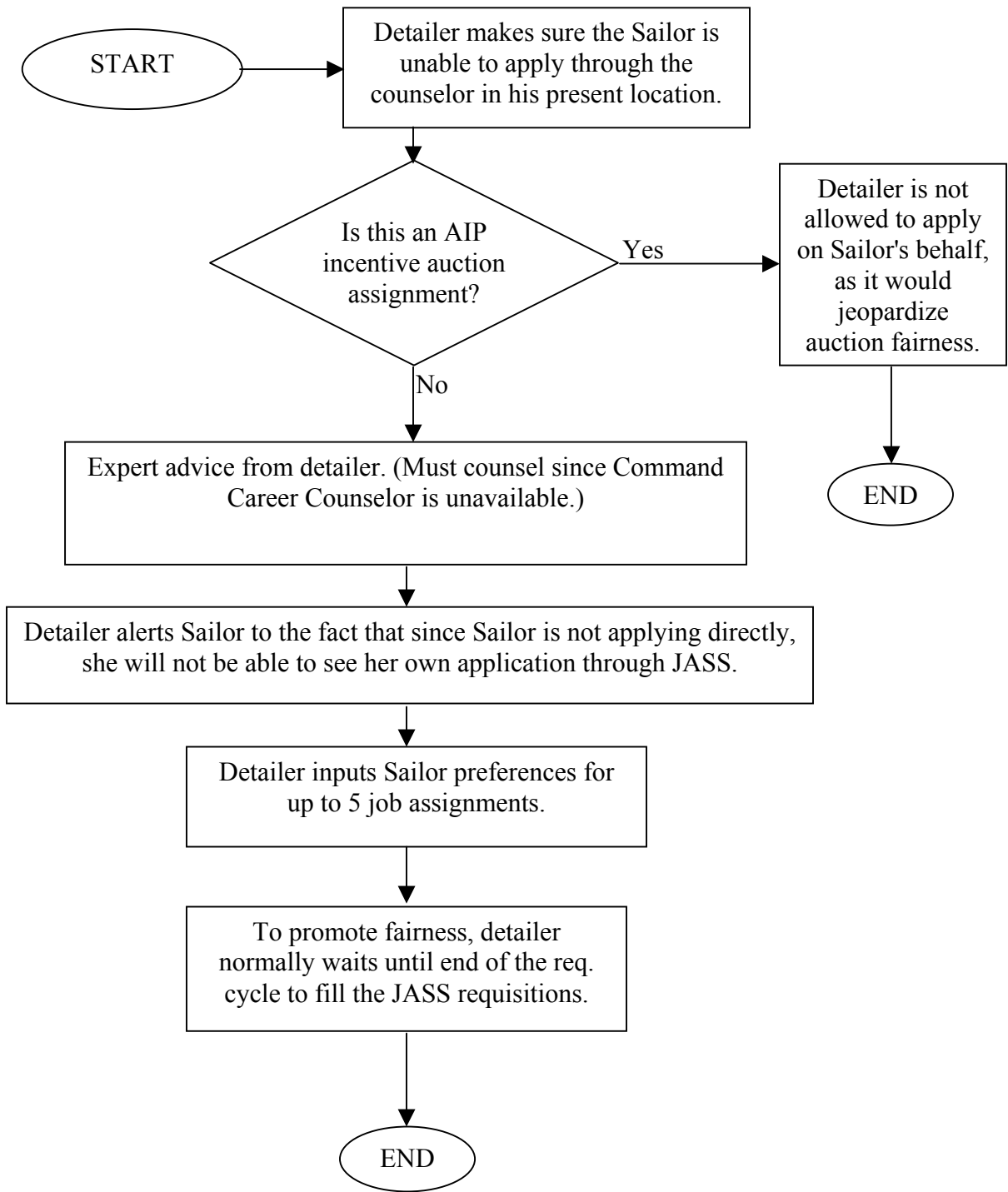
**Figure A-3. Apply to requisition directly through the detailer.**



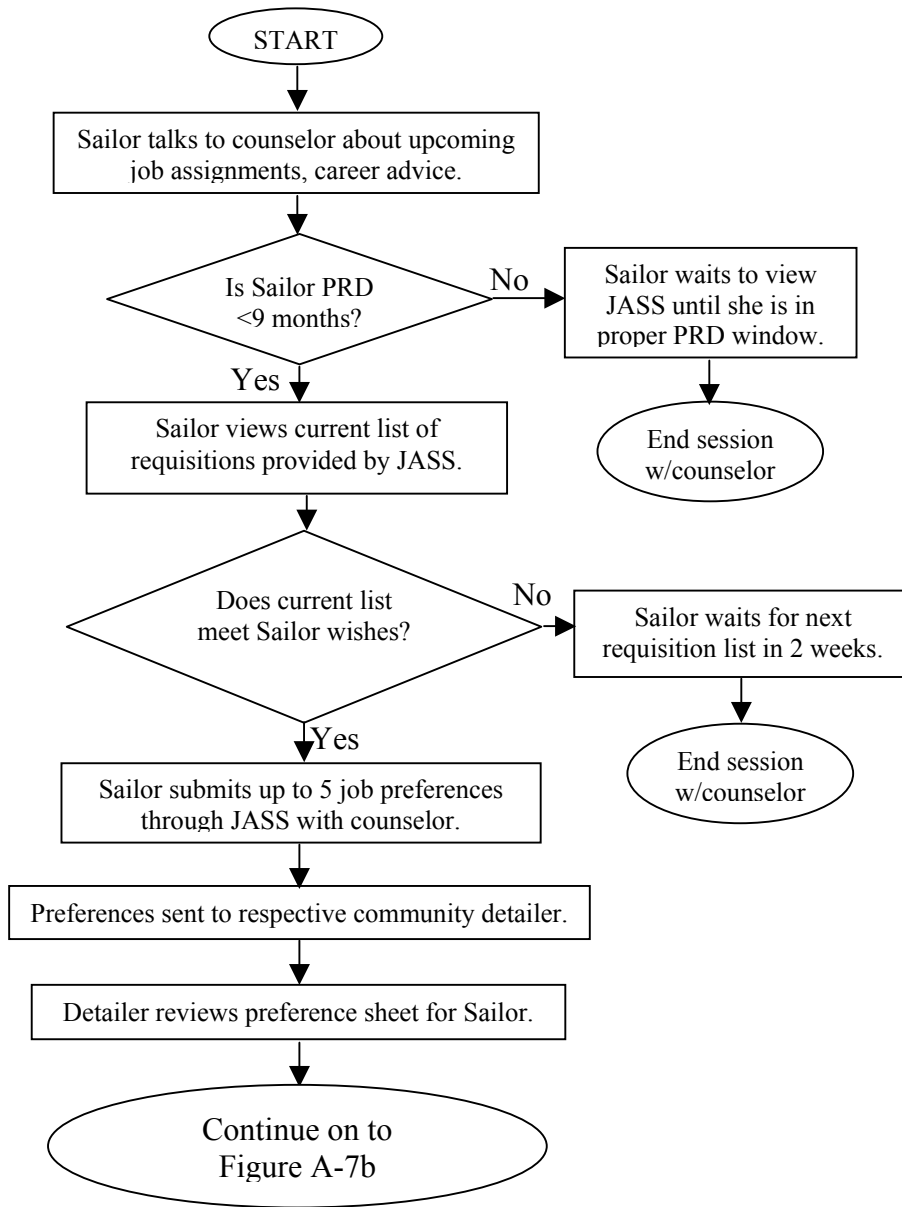
**Figure A-4. Expert advice from detailer.**



**Figure A-5. Overall process of a Sailor call to detailer.**

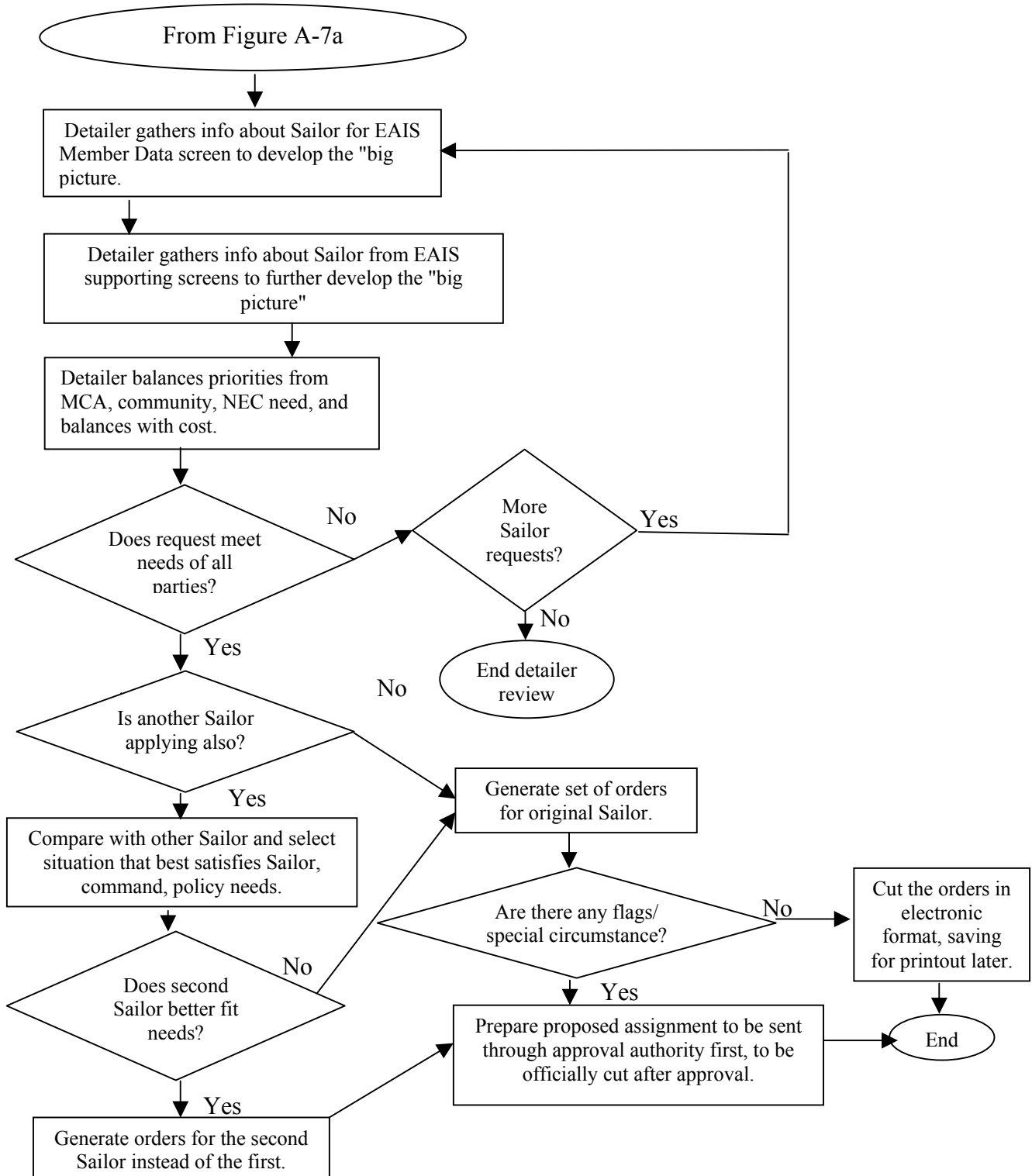


**Figure A-6. Detailer applies Sailor in JASS.**

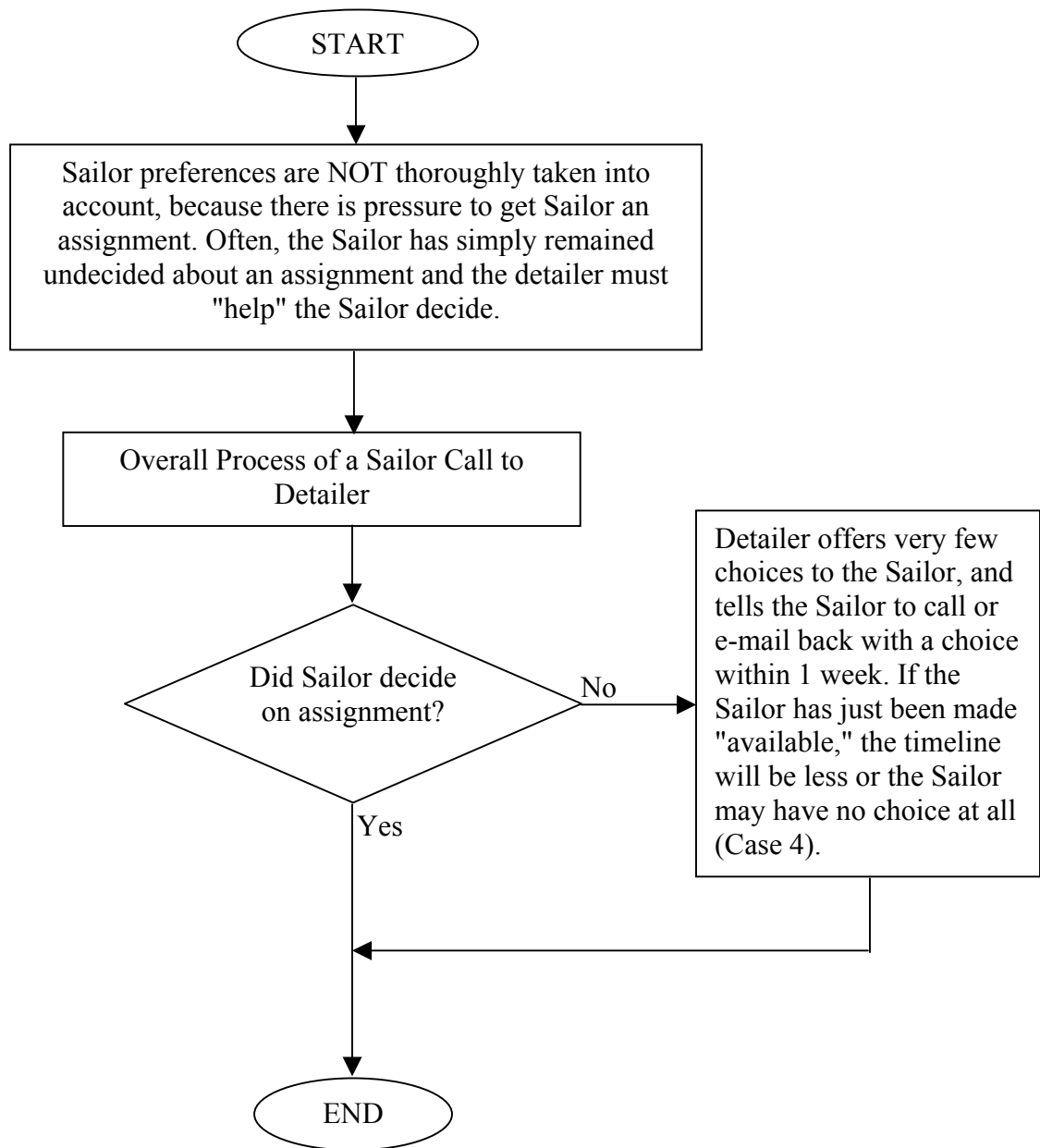


**Figure A-7a. JASS request and assignment process.**

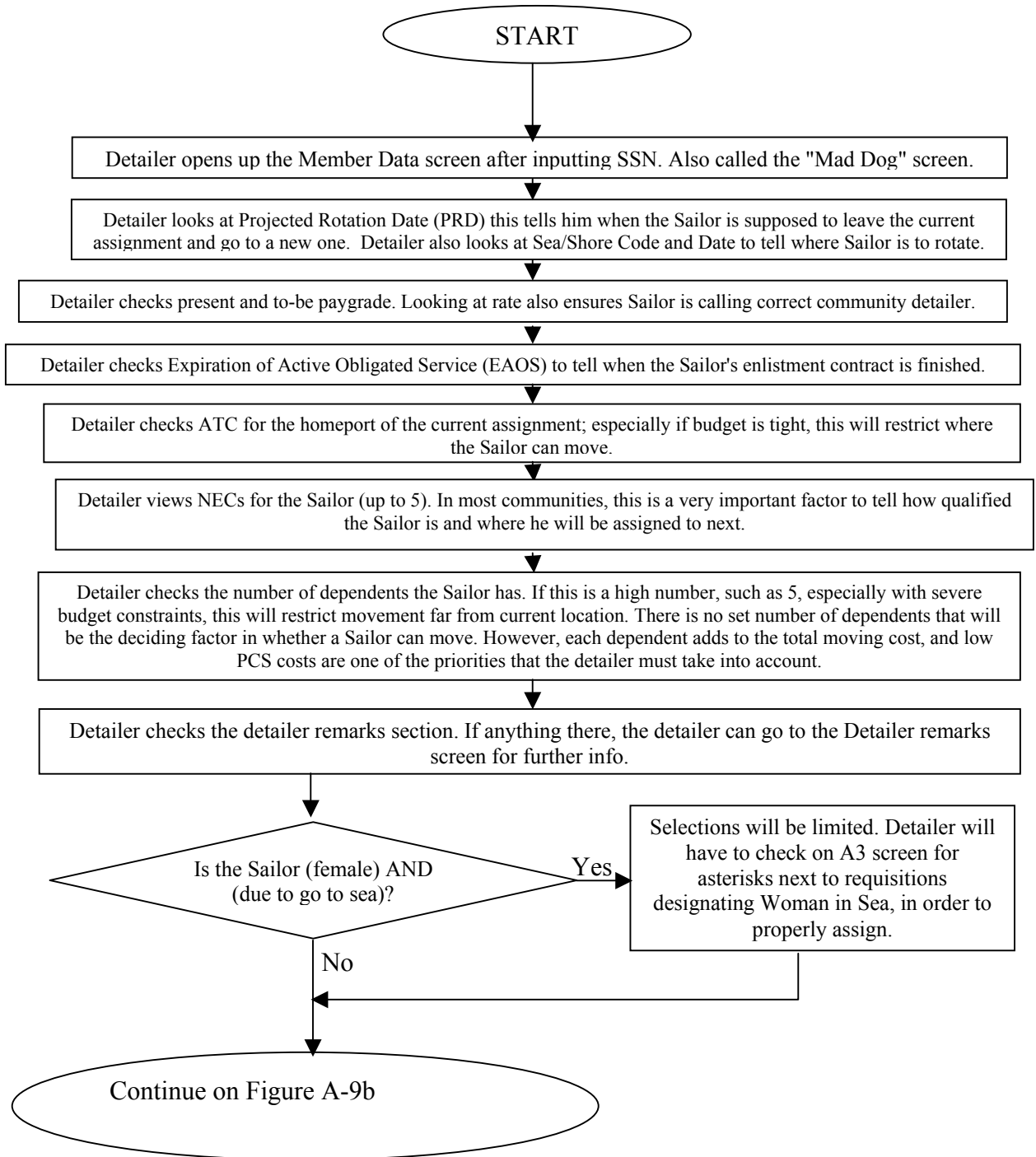
Note: Sailor applies in JASS during the first week of requisition cycle, and detailer decides if Sailor is most qualified during the second week of the requisition cycle.



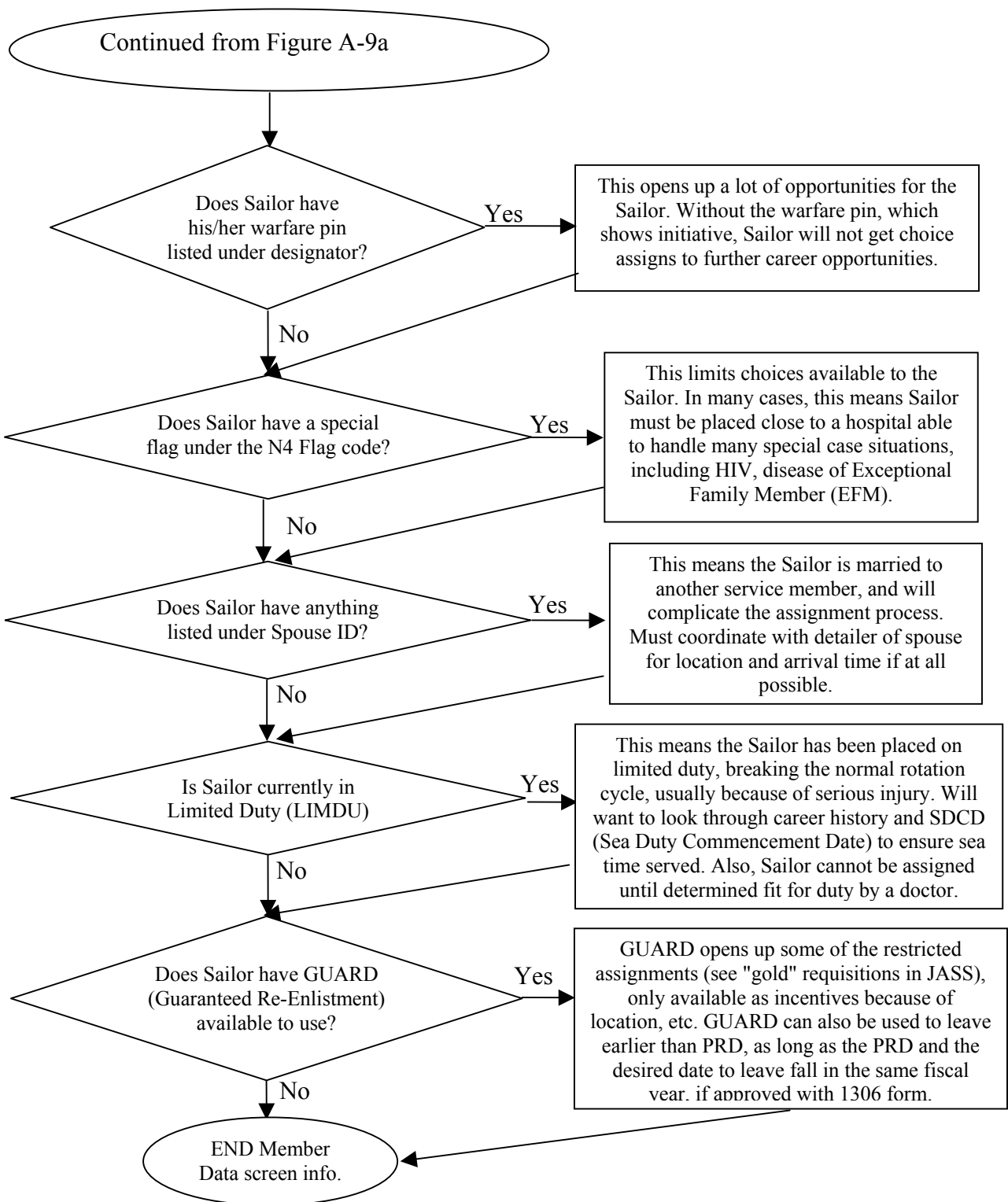
**Figure A-7b. JASS request and assignment process.**



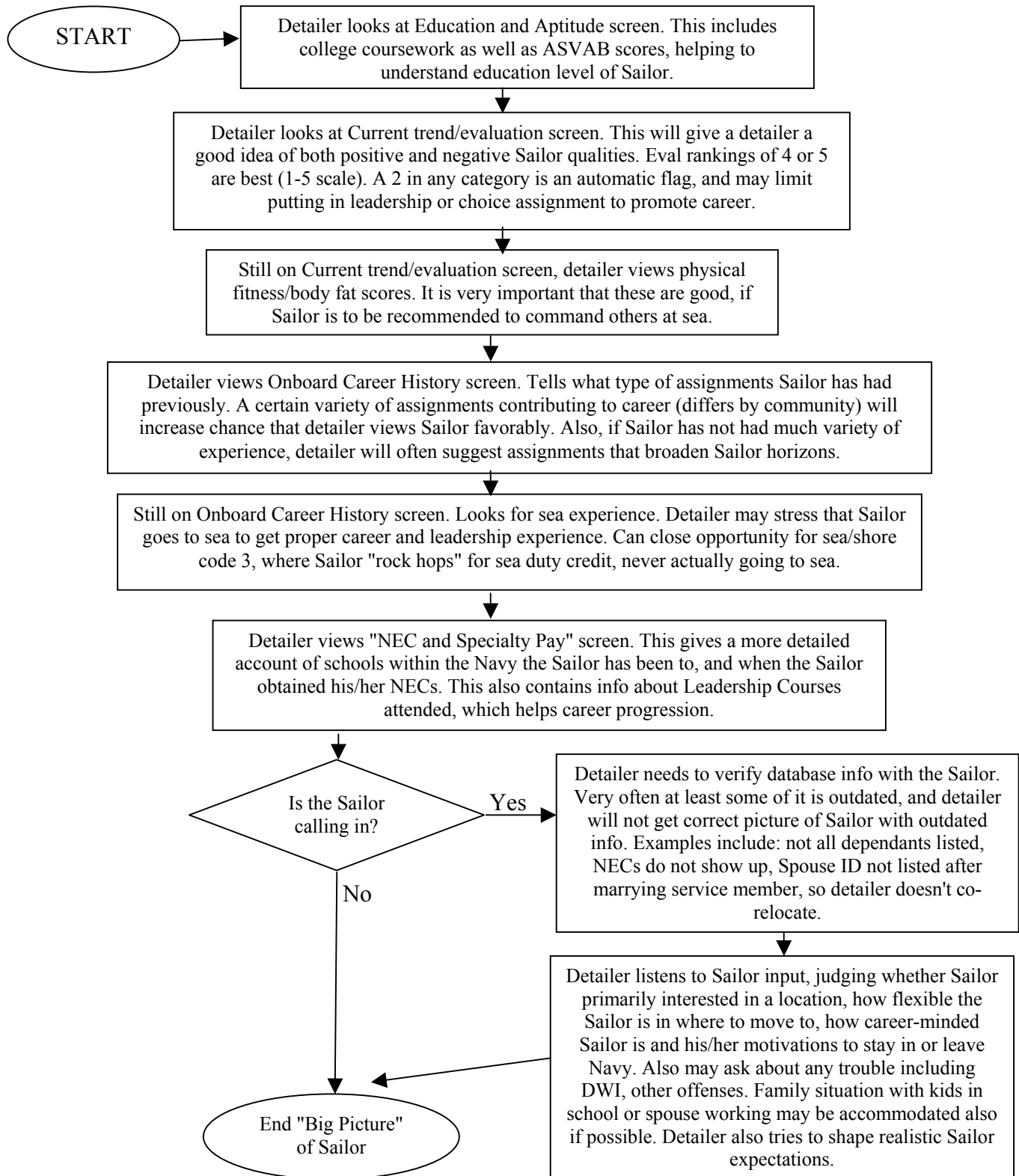
**Figure A-8. Obtain assignment for Sailor less than 6 months away from PRD.**



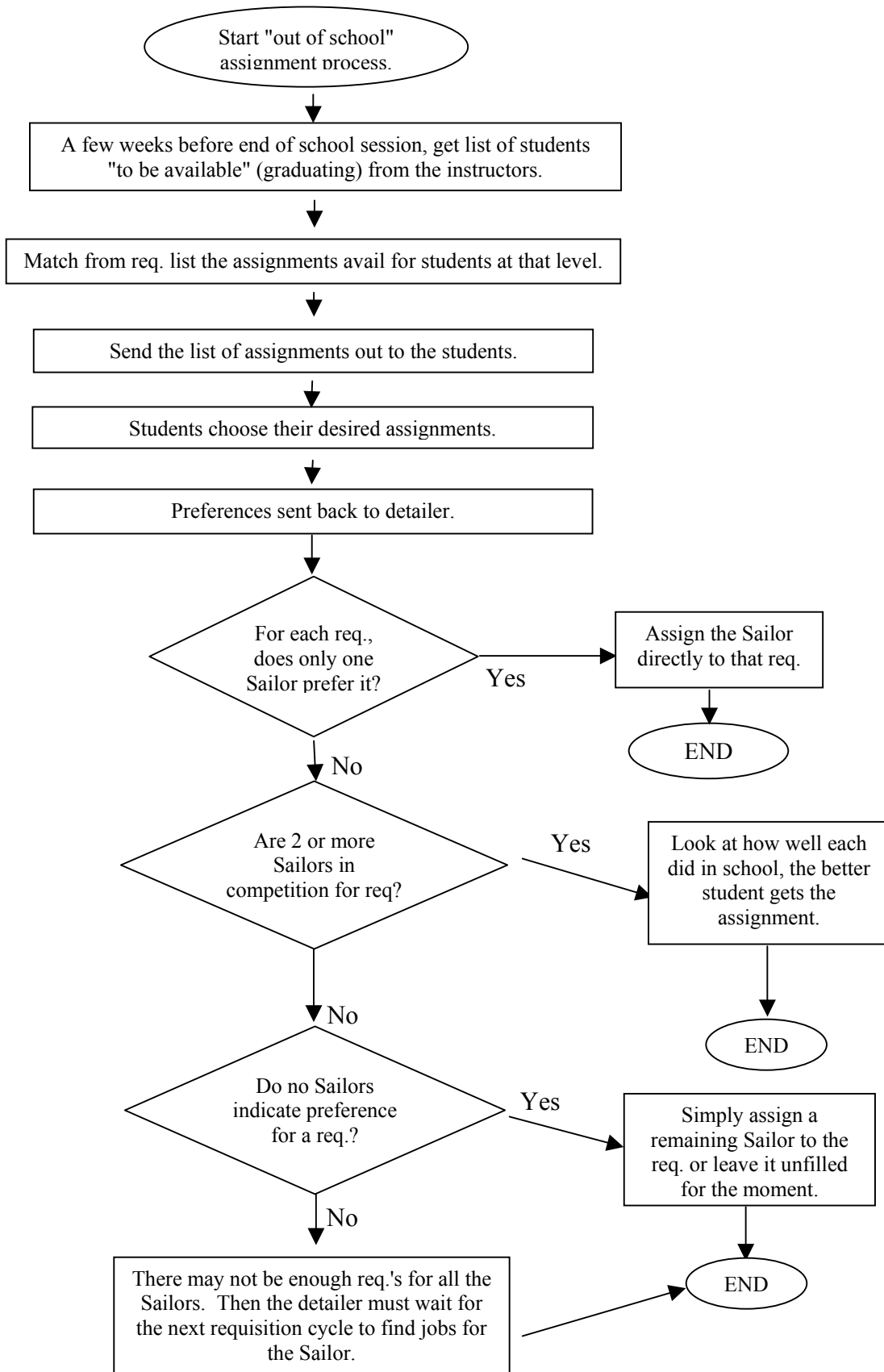
**Figure A-9a. Detailer gathers information about Sailor for EAIS member data screen to develop the "big picture."**



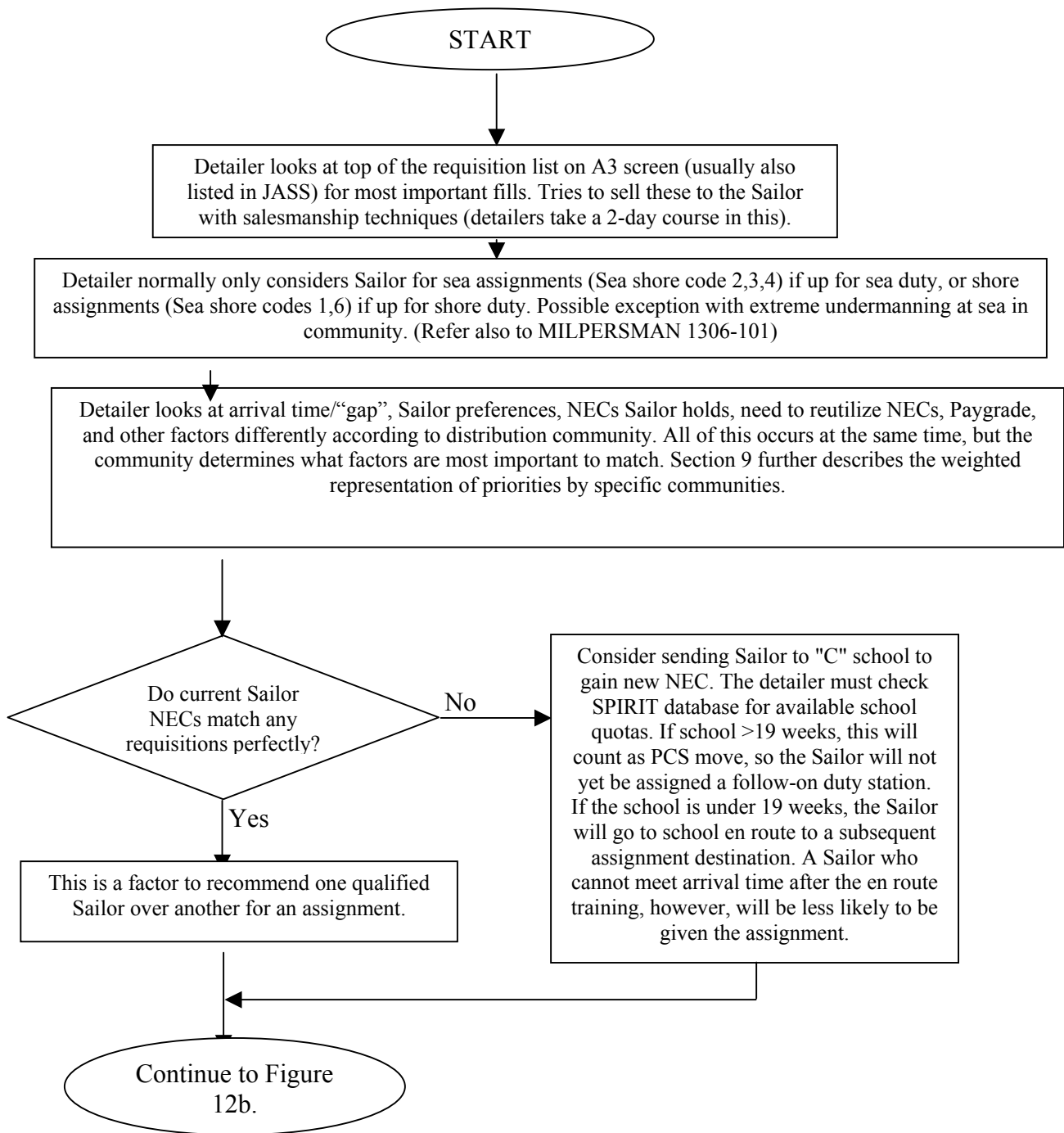
**Figure A-9b. Detailer gathers information about Sailor for EAIS member data screen to develop the "big picture."**



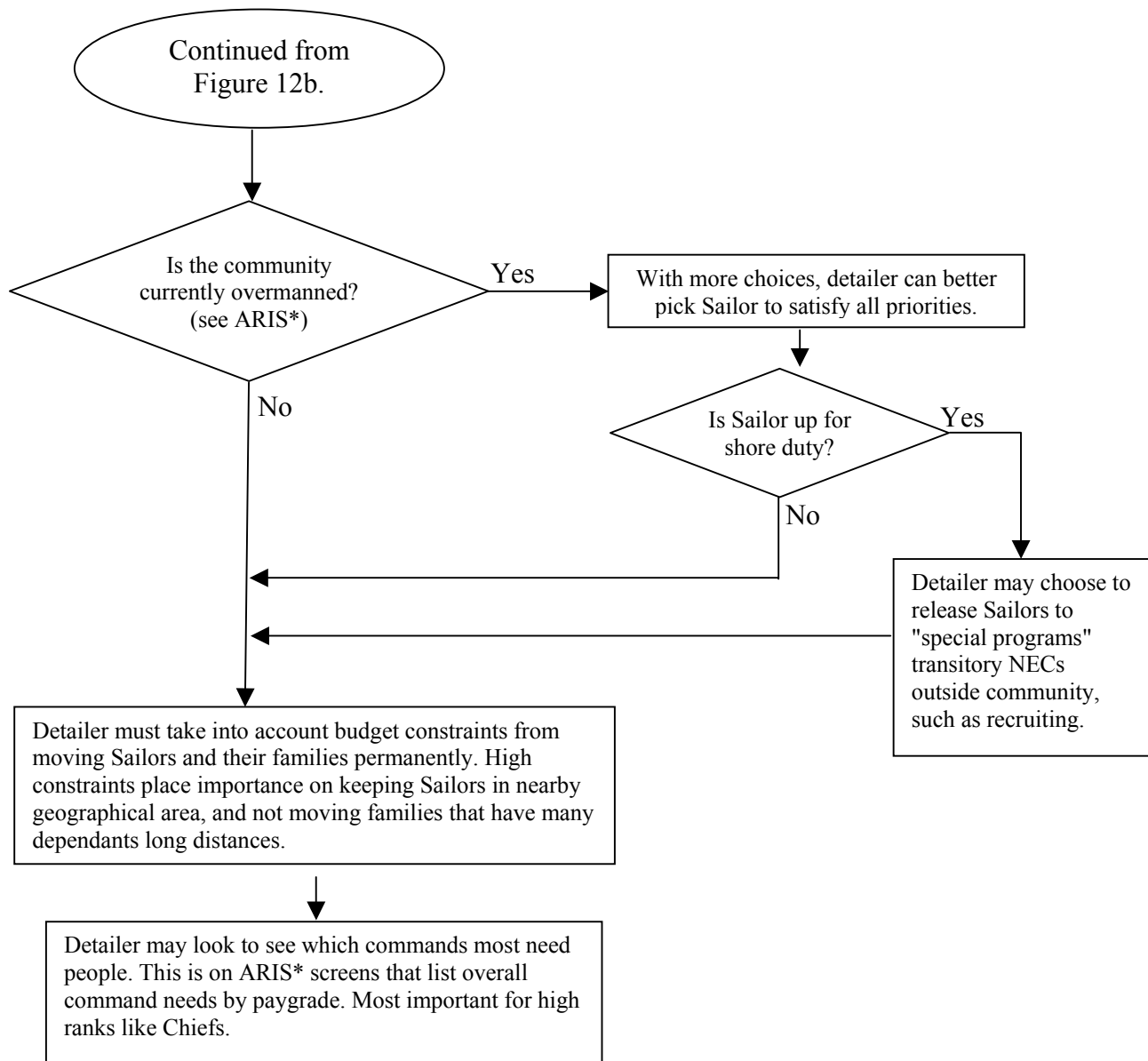
**Figure A-10. Detailer gathers information about Sailor from EAIS supporting screens to further develop the "big picture."**



**Figure A-11. Flow for assigning "available" Sailors just out of "A" School.**



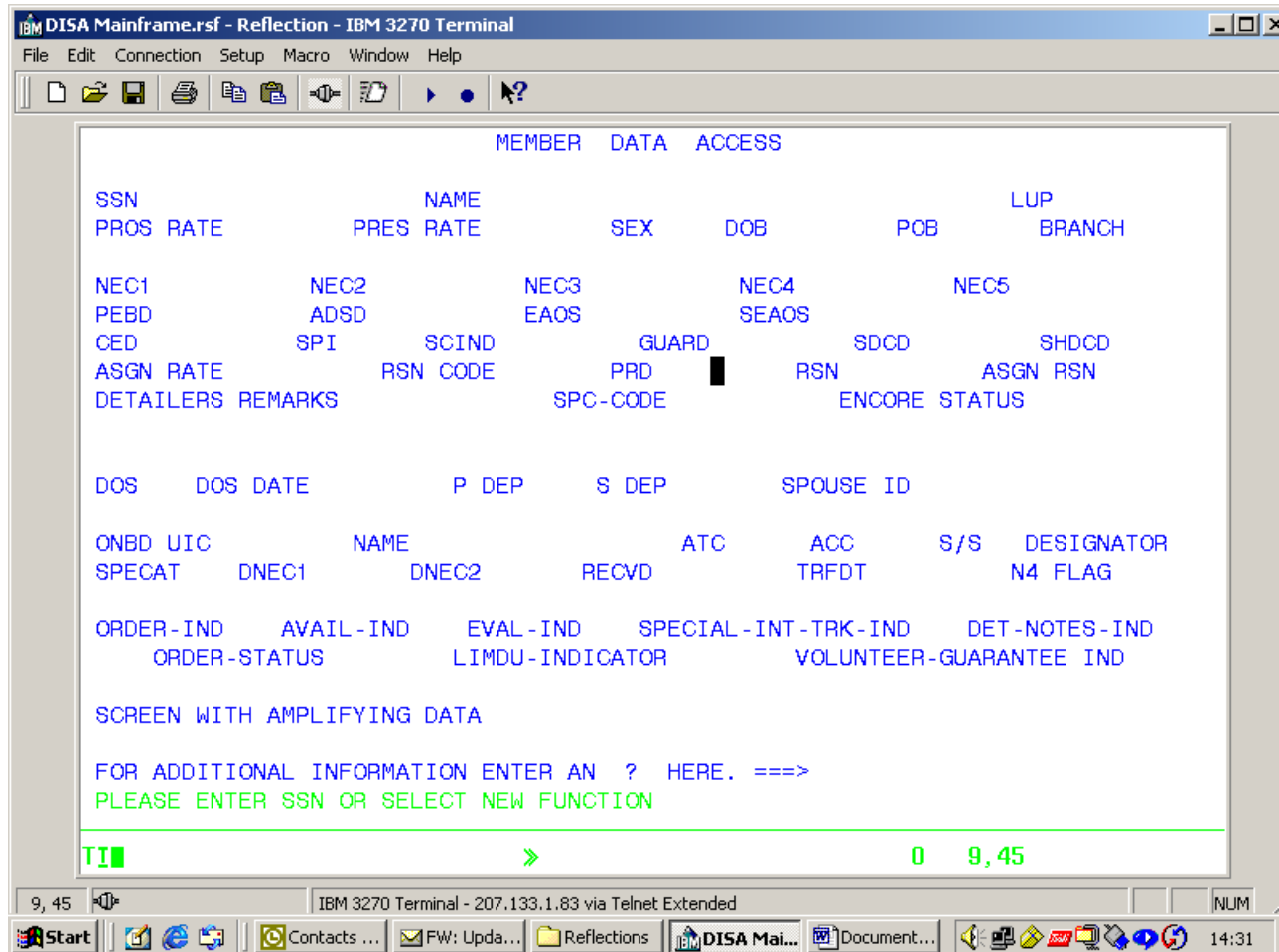
**Figure 12a. Detailer balances all priorities from community, MCA, costs, restrictions, Sailor.**



**Figure 12b. Detailer balances all priorities from community, MCA, costs, restrictions, Sailor.**

\*ARIS means Assignment Readiness Information System. This flexible database query system allows one to search for manning levels within the distributable enlisted population (does not include those in school or some special situations). One may search by many combinations of activity (such as a particular ship), community, sea/shore code, paygrade, and NEC. (See Appendix B for screen layout and definition of fields used by detailers.)

**Appendix B:  
Screenshots and Description of Data Items from  
Information Systems used by Detailers**



**Figure B-1. Member data screen (from EAIS).**

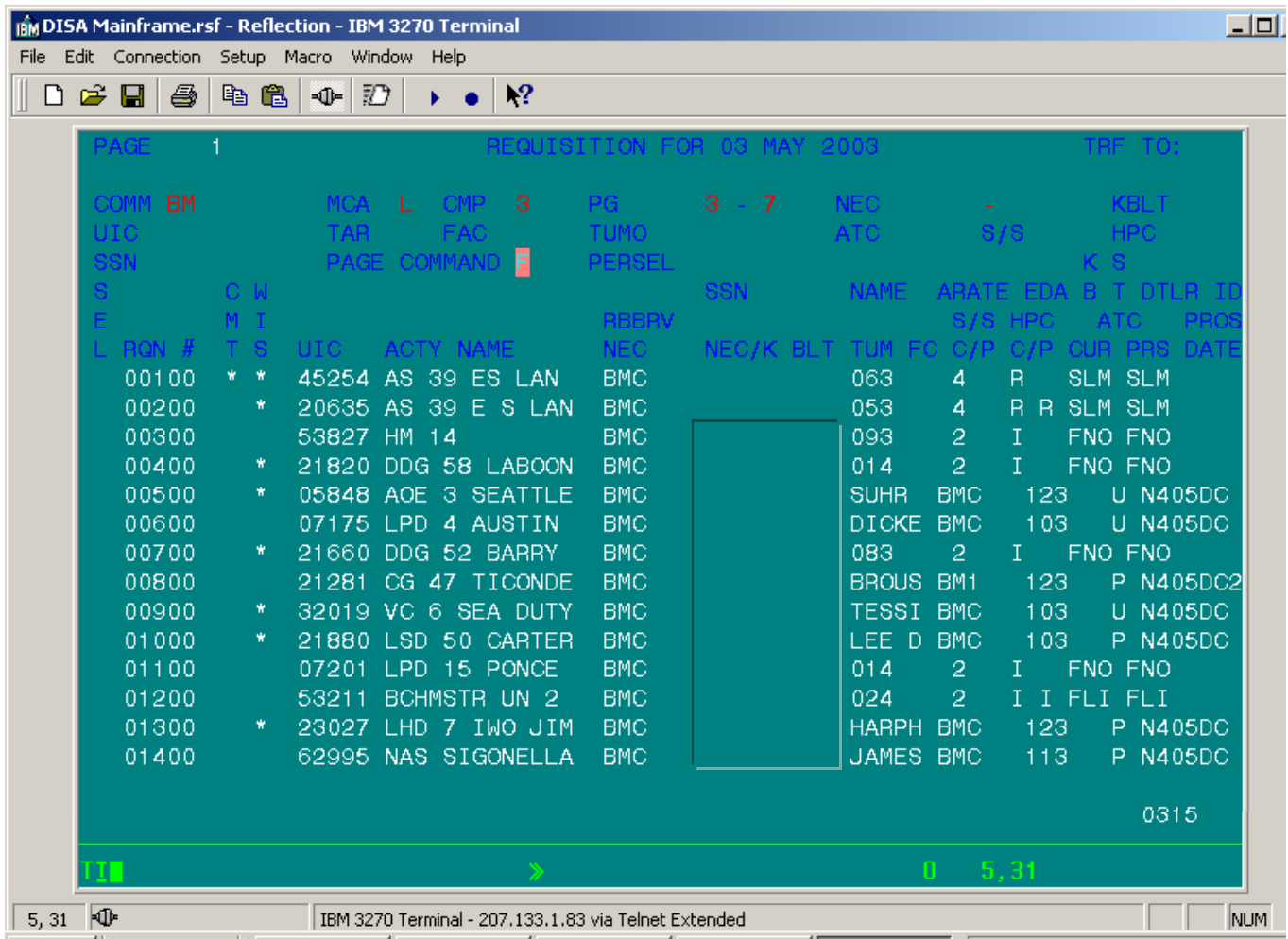
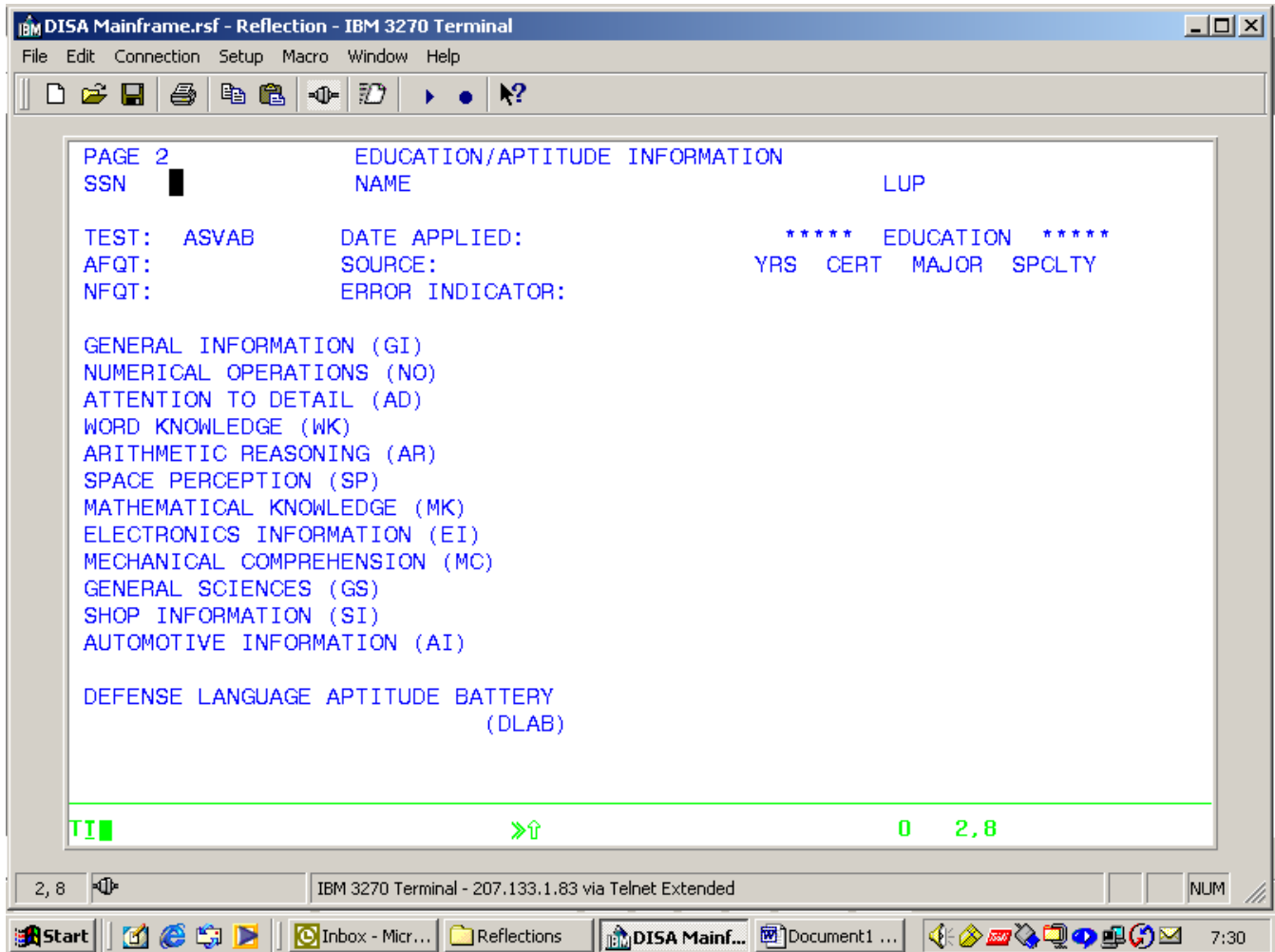
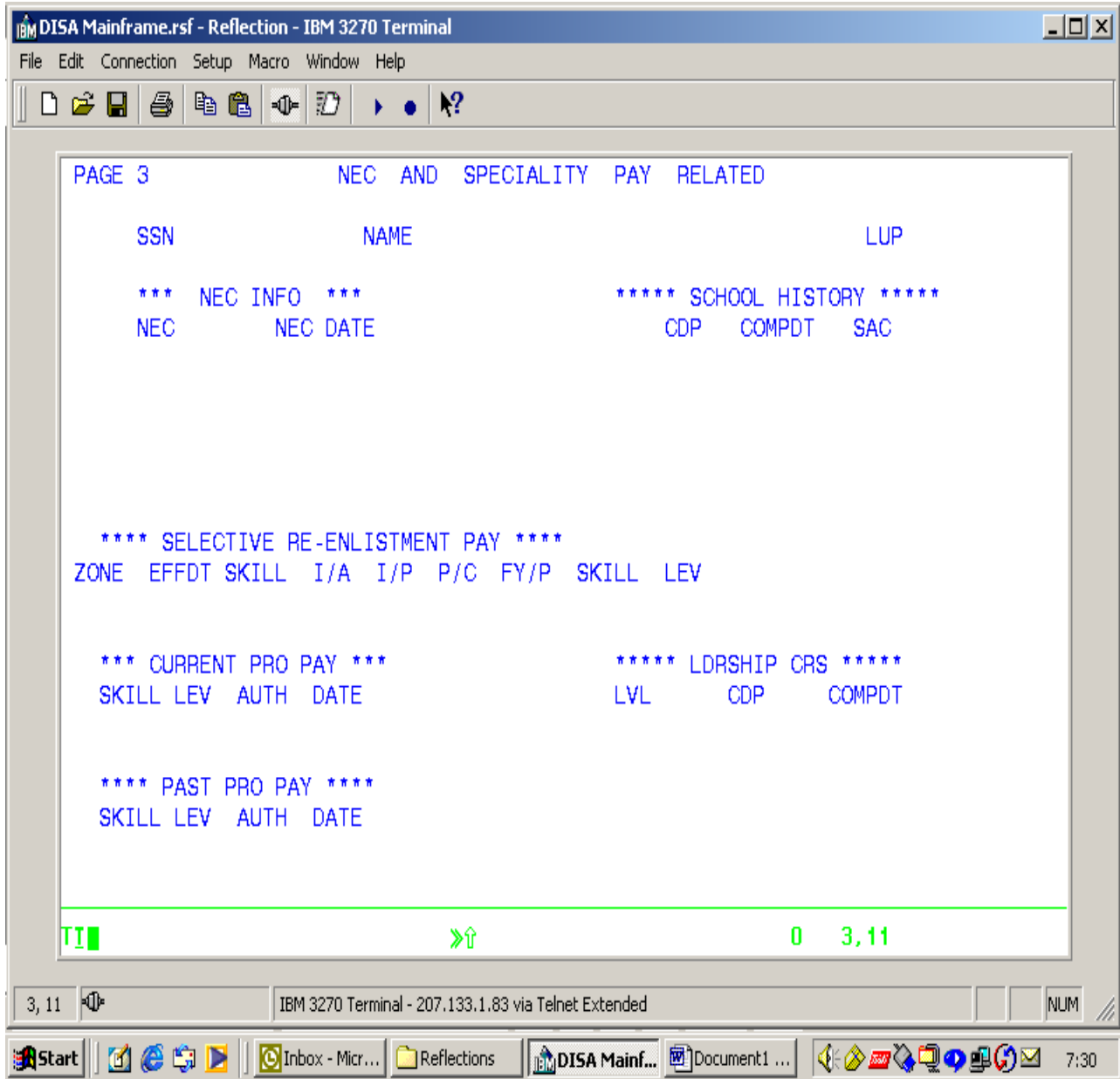


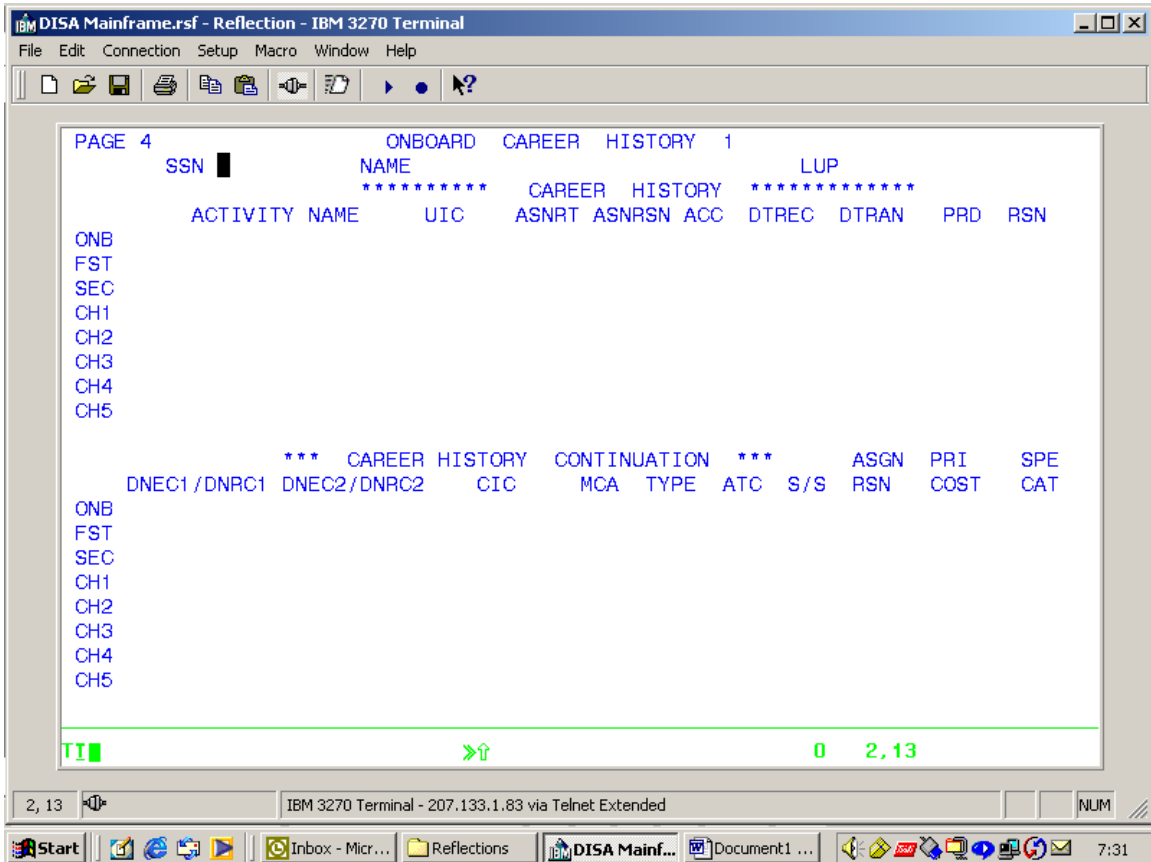
Figure B-2. Requisition screen (from EAIS).



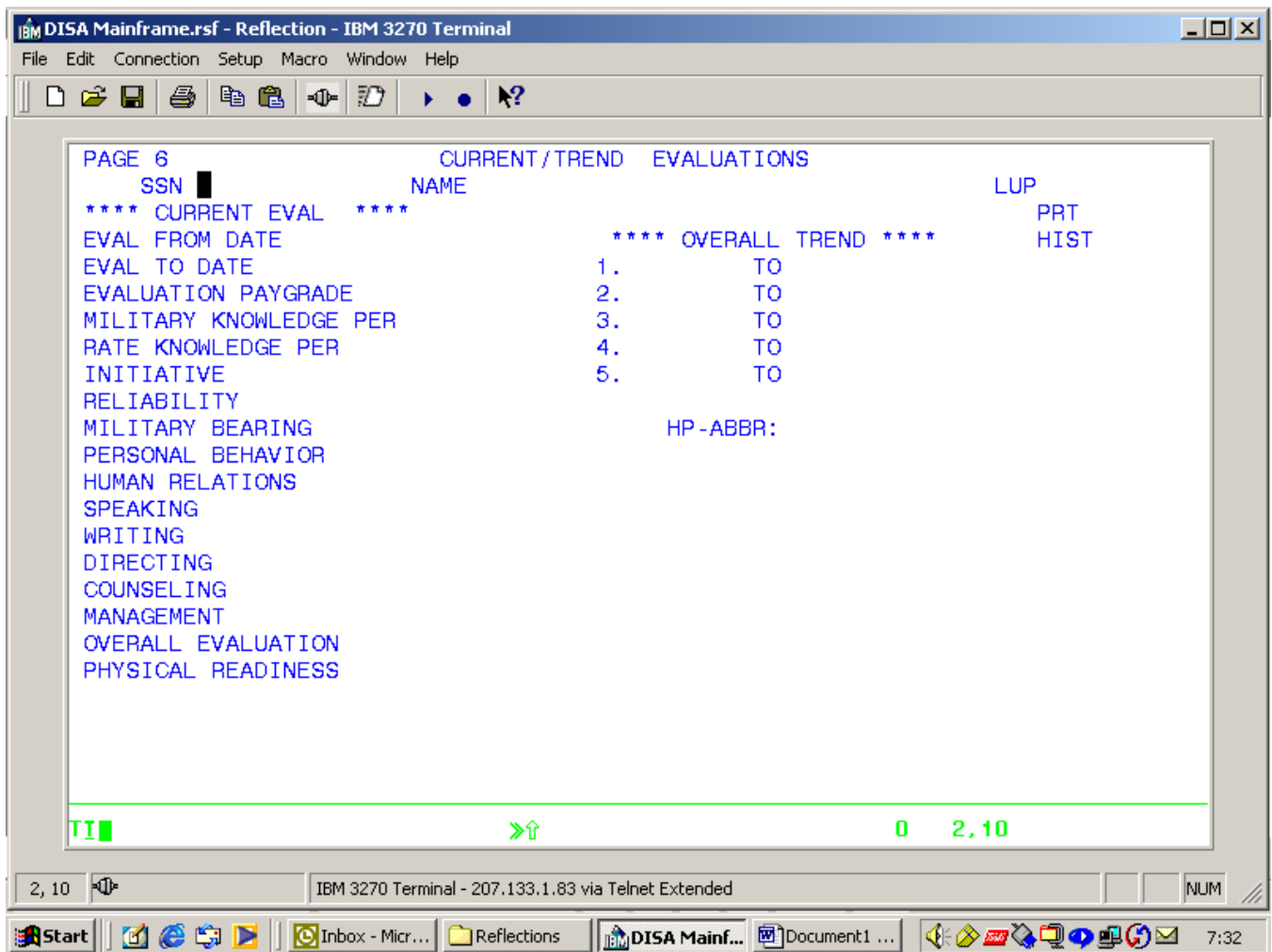
**Figure B-3. Education and aptitude screen (from EAIS).**



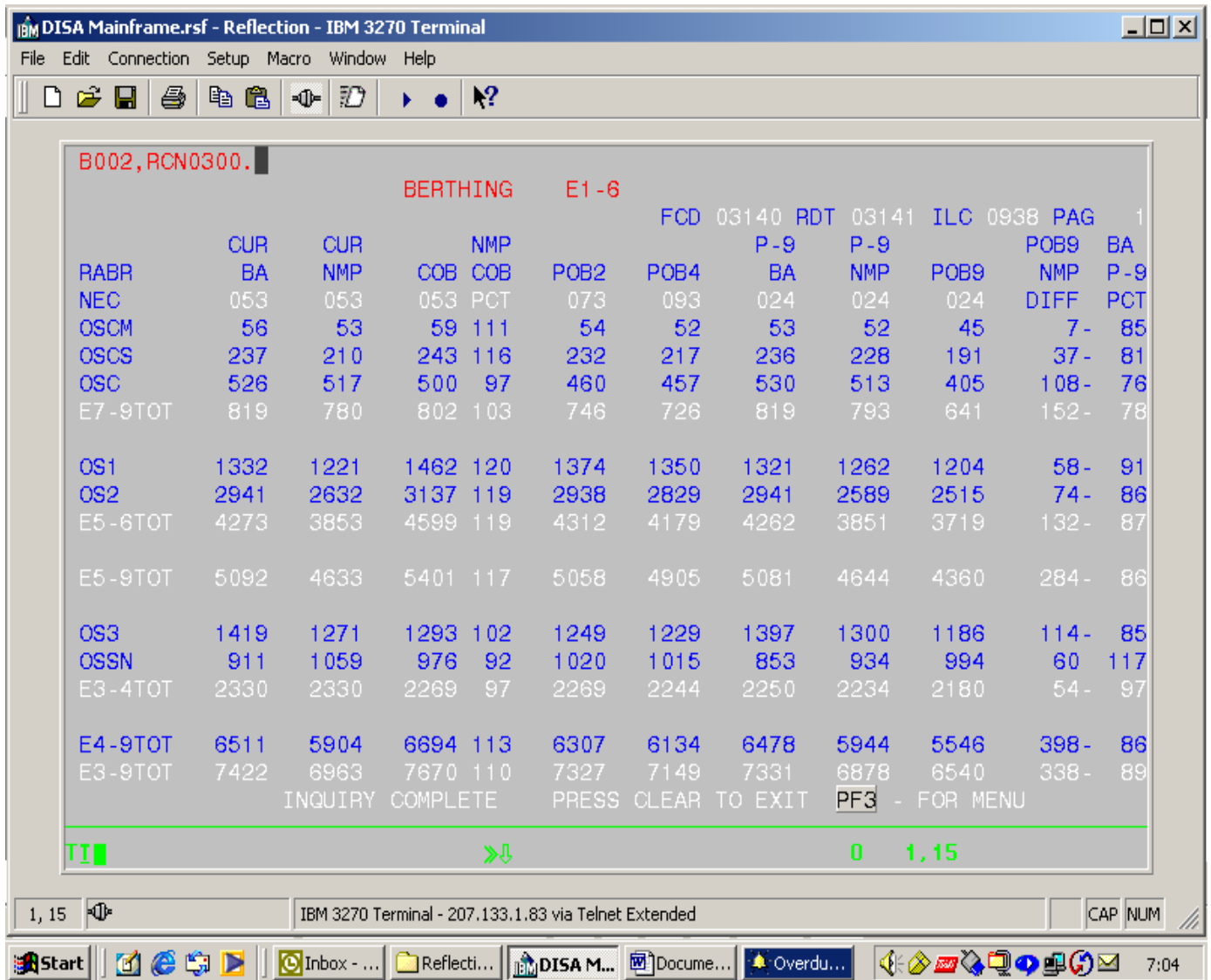
**Figure B-4. NEC and specialty pay screen (from EAIS).**



**Figure B-5. Onboard career history screen (from EAIS).**



**Figure B-6. Current trend/evaluations screen (from EAIS).**



**Figure B-7. Distributable manning for the OS rating community (from ARIS).**

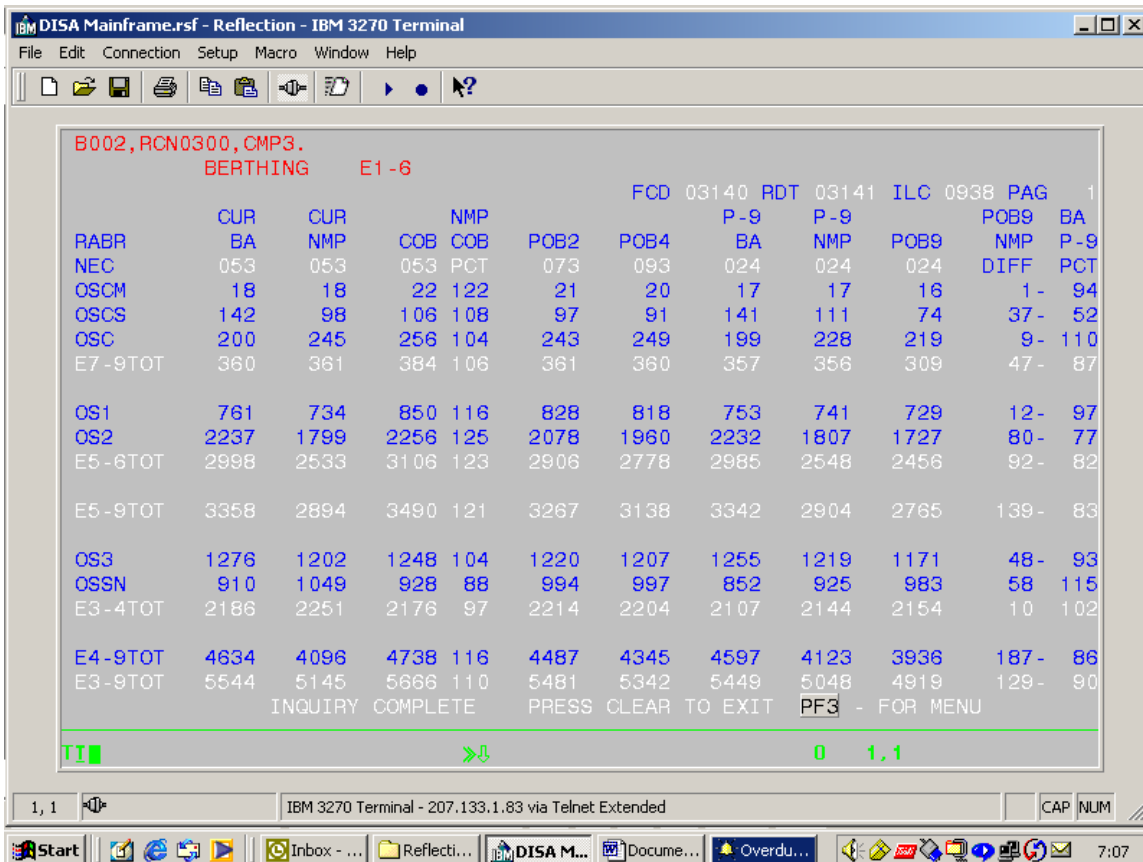


Figure B-8. Sea duty distributable manning for OS community (from ARIS).



**Table B-1**  
**Abbreviations for Member Data Screen in EAIS (Figure B-1)**

<b>Abbrev</b>	<b>Term</b>	<b>What It Means</b>
ACC	ACCOUNTING CATEGORY	3-digit code indicating duty status. Normal = 100. Limited Duty = 105. School typically = 341.
ADSD	ACTIVE DUTY SERVICE DATE	When computing total ACTIVE DUTY military service for this Sailor, this date is used. This is the date the Sailor came on active duty. Military personnel who had delayed enlistment or were on reserve before going to active duty will have a pay entry base date earlier than their active duty service date.
ASGN RATE	ASSIGNED RATE	Used when a Sailor is de-rated, so rating changed to reflect different community for the current assignment. The temporary rating is shown here.
ASGN RSN	ASSIGNMENT REASON CODE	Code indicating the reason why the assignment the Sailor is currently serving was made.
ATC	AREA TYPE CITY CODE	Each activity has a 3-letter code designating where either it or its homeport is located. Examples: Norfolk, Virginia = FNO. Pensacola, Florida = GPE.
AVAIL -IND	AVAILABILITY INDICATOR	This means the Sailor is in "available" status, and will receive an assignment very soon. PRD basically becomes "immediately," changing the detailing process. See flow diagrams for this case.
CED	CURRENT ENLISTMENT DATE	Beginning date of last enlistment contract. Typically these run for 4 years only, so a career Sailor re-signs enlistment papers every 4 years.
DESIGNATOR	WARFARE DESIGNATOR	Very relevant for Sailor career opportunities. The warfare pin is gained by a written test showing a Sailor's knowledge of basic workings of all jobs on a ship. There is more than one warfare pin, but the primary ones are surface and submarine. The designator is a letter code. Also, in submarine community, a one-letter designator shows if Sailor is fit for submarine duty.
DETAILER REMARKS	DETAILER REMARKS	Beginning of remarks detailers have entered regarding this Sailor's case. For further info, or to type in remarks, the detailer selects the "Detailer Notes" screen in EAIS. Remarks stay in the system for several years.
DET-NOTE-IND	DETAILER NOTES INDICATOR	Another indication to refer to detailer notes for more Sailor information from past detailer calls.
DNEC1	FIRST DISTRIBUTED NEC	Primary NEC Sailor is assigned to at current activity.
DNEC2	SECOND DISTRIBUTED NEC	Secondary NEC Sailor is assigned to at current activity.
DOB	DATE OF BIRTH	Date of Birth
DOS	DEPENDENTS ON STATION	If the Sailor is overseas, this is the number of dependents (spouse/children) currently residing with the Sailor. Some overseas assignments do not allow the Sailor to take some or any dependents along.
DOS DATE	DEPENDENTS ON STATION DATE	If the Sailor is overseas, the date when the dependents arrived at the duty station overseas.
EAOS	EXPIRATION OF ACTIVE OBLIGATED SERVICE	Obligated service means how long until the Sailor may leave the military according to her current enlistment contract. The expiration date is the exact last date that a military member must serve, according to the last signed enlistment contract.

**Table B-1 (Continued)**

<b>Abbrev</b>	<b>Term</b>	<b>What It Means</b>
ENCORE STATUS	ENLISTED CAREER OPTIONS FOR REENLISTMENT	This is left over from a program during the drawdown of Navy forces in the 1990s and does not affect the current assignment process.
GUARD	GUARANTEED ASSIGNMENT RETENTION DETAILING	This will be flagged with a code if the Sailor has reenlisted under the Guaranteed Re-enlistment incentive program. This makes available select "gold" assignments in JASS (assignments of high demand). Also, it can allow a Sailor the option to be released early from duty to go to another station, with command approval. To be eligible for GUARD, the Sailor must go through command to submit paperwork, but detailer can actually in good faith not assign to anyone else. Also, GUARD assigns have less chance of going away on the new requisition cycle in JASS.
LIMDU-INDICATOR	LIMITED DUTY INDICATOR	Sailor is on Limited Duty status. Usually from injury. This Sailor may not be approved for orders until declared her fit for full duty by a doctor. Usually, the Sailor may discuss assignments with detailer, but the detailer has no power to assign until the LIMDU status is removed, and the Sailor is put in "available" status. LIMDU typically lasts for 8 months. If possible, the detailer will move the Sailor back to the previous pre-injury geographical location, to minimize moving costs.
LUP N4 FLAG	LAST UPDATE N4 FLAG	Julian Day and Year of when Sailor info last updated. Very important for detailer. This is a short code to indicate the individual is in a special program, including Exceptional Family Member (EFM), Family Advocacy Program (FAP), or has HIV virus. This may impose a limitation on the Sailor's next assignment.
NAME NAME	NAME NAME OF ACTIVITY	Sailor's name Written description of the activity to which the Sailor is currently assigned.
NEC1	NAVAL ENLISTED CODE 1	NEC is a skill earned through training, either on-the-job or through a school called a "C" School. A Sailor typically gains many NECs throughout a career. The most recent is typically listed as NEC1.
NEC2/NEC3/N EC4/NEC5	NAVAL ENLISTED CODES 2-5	Same as NEC1, except these are other NECs the Sailor has acquired. Any of these NECs may be used to qualify a Sailor for a requisition. However, they do not all need to be used.
ONBD UIC	ONBOARD UNIT ID CODE (UIC)	Any activity, including school, has a 5-digit Unit Identification Code (UIC) permanently assigned to it. This serves as an identifier for that activity.
ORDER-IND	ORDERS INDICATOR	This shows the Sailor currently has orders assigned, and cannot be assigned another set of orders yet.
ORDER-STATUS P DEP	ORDERS STATUS PRIMARY DEPENDENTS	If orders are currently being written, this indicates the stage in the order-writing process the orders are in. Primary dependents include spouse and children. This is the number of dependents.
PEBD	PAY ENTRY BASE DATE	This is the first date the Sailor entered military service, and is used to calculate pay. This is important to the Sailor because pay is not only determined by paygrade, but also years of military service.
POB	PLACE OF BIRTH	A Code indicating the place the Sailor was born.

**Table B-1 (Continued)**

<b>Abbrev</b>	<b>Term</b>	<b>What It Means</b>
PRD	PROJECTED ROTATION DATE	The PRD is extremely important in the detailing process. It determines when the Sailor must rotate between sea and shore duty. Nine months before the PRD is normally the earliest a Sailor can apply for a requisition. Also, the detailer may not put a Sailor in a requisition more than 3 months before or 4 months after a Sailor's PRD without EPMAC approval.
PRES RATE PROS RATE	PRESENT RATE PROSPECTIVE RATE	Current rate of the Sailor. (e.g., YN1 for Yeoman first class) Selected for change to this rate (combination of paygrade and rating specialty) but not yet official. This usually means promotion within the same rating specialty. (e.g., from BM2 to BM1)
RECVD	RECEIVED	This is the date the individual officially arrived at the present duty station.
RSN RSN CODE	PRD REASON CODE ASSIGNED RATE REASON CODE	Code indicating the reason the Sailor was given the selected PRD. If the Sailor was de-rated and the temporary rating shows in the ASGN RATE field, this is a code for the reason why.
S DEP	SECONDARY DEPENDENTS	Secondary dependents include parents of Sailor, if the Sailor provides for them, and any other relatives who can be classified as a dependent of that Sailor.
S/S	SEA SHORE CODE	Shows the 1-digit code of where the Sailor is assigned right now. See sea/shore code appendix for details.
SCIND	STRENGTH CONTROL INDICATOR	INDICATES whether the record is a full strength record (would not be full strength if Sailor has already left active duty but is still in system).
SDCD	SEA DUTY COMMENCEMENT DATE	If currently on sea duty, date when Sailor began this sea duty. Typically Sailors must serve 3–5 years on sea duty before going to a shore duty assignment.
SEAOS	SOFT EAOS	This is an extension past the EAOS, typically 1 or 2 years. Sailors in highly technical jobs may sign up initially for a 6-year enlistment. This would show up as 4 years until the EAOS with an extra 2-year extension represented in the SEAOS. This ensures the Navy gets a return on investment. A Sailor may elect to sign up for another 2 years making a total of 8-year enlistment, in which case the EAOS would be extended by 4 years and the SEAOS would match the EAOS.
SEX SHDCD	SEX SHORE DUTY COMMENCEMENT DATE	Male or Female If currently on shore duty, date when shore duty assignment began.
SPC-CODE SPECAT	SPECIAL CATEGORY	Unknown
SPECIAL-INT-TRK -IND	SPECIAL INTEREST TRACKING INDICATOR	Indicator that the Sailor is in a special program to the extent that a detailer may only submit orders for approval; not assign them himself.
SPI	SPECIAL PROGRAM INDICATOR	INDICATES how individual is counted in strength (for Navy totals, not really important for individual assignments).

**Table B-1 (Continued)**

<b>Abbrev</b>	<b>Term</b>	<b>What It Means</b>
SPOUSE ID	SPOUSE IDENTIFICATION	Extremely important information for the detailer, because if listed, it sets off a flag that this Sailor is married to another military member. This alerts the detailer that efforts must be made to coordinate assignments between the married couple. The current Sailor must not be assigned without considering where the spouse will be located as well. This does NOT guarantee the family will not be split up, as Navy (and AF, Army, Marine service if applicable) needs come first.
SSN	SOCIAL SECURITY NUMBER	Sailor's Social Security Number
TRFDT	TRANSFERRED DATE	If Sailor has already left present activity to be transferred, this is the date Sailor left.
VOLUNTEER-GUARANTEE IND	VOLUNTEER GUARANTEE INDICATOR	Rarely used.

Note: Indicators are "X" marks.

**Table B-2**  
**All terms on the requisition screen (Figure B-2)**

**Section 1: List of Query Parameters at Top of the Screen Used for Sorting Requisitions.**

Name	Term	What It Means
ATC	AREA TYPE CITY CODE	Query by activity location. Example: Norfolk, Virginia = FNO. Identifies geographic area of the assignment. Under budget constraints, detailer tries to find assignment close to the present geographic location.
CMP	COMPOSITE	Query list by composite code. All shore duty is code 1; all sea submarine duty is code 4; all other sea duty (surface and air) is code 3. There is no code 2.
COMM	COMMUNITY	Query list by distribution community. Can be either 2-letter rating (such as ET or YN), or 4-digit RCN (Rating Control Number) code—one assigned for each community.
FAC	FUNCTIONAL AREA CODE	Query by this code that designates a special qualification needed to fill the requisition.
HPC	HOMEPORT CODE	Can be used to sort by location, but usually the ATC code is used instead.
KBLT KS	KEY BILLET UNKNOWN	Currently not used
MCA	MANNING CONTROL AUTHORITY	Query requisition list by MCA code (L=Atlantic, P=Pacific, B= Bureau of Naval Personnel—typically shore duty, R=Reserve-not detailed in Millington, TN)
NEC	NAVAL ENLISTED CODE	Limits requisition list to requisitions containing a specific NEC.
PAGE COMMAND PERSEL PG	PAGE COMMAND UNKNOWN PAYGRADE	Page control: instead of arrows, to get to the next page enter "F," to get to the previous page enter "B"
S/S	SEA SHORE CODE	Query list by paygrade. All enlisted personnel have a paygrade E-1 through E-9. This is the number, dropping the "E."
SSN	SOCIAL SECURITY NUMBER	Query by Sea/Shore Code. 1,2,3,4, or 6. See appendix for further description.
TAR	TRAINING ADMINISTRATIVE RESERVES	Query by SSN. At most this will display one requisition. Used to identify the requisition a particular Sailor is assigned to, if any.
TUMO	TAKE UP MONTH	Putting an "X" here will pull up only TAR (for reserves) requisitions.
UIC	UNIT IDENTIFICATION CODE	Limits requisition list to requisitions with a specific take-up-month. This is the desired arrival time for the Sailor being assigned.
		Query by 5-digit code identifying the activity that needs the requisition.

**Table B-2 (Continued)**

<b>Section 2. Headings for Fields that are Constant for All Requisition Listings.</b>		
<b>Name</b>	<b>Term</b>	<b>What It Means</b>
ACTY NAME CMT	ACTIVITY NAME COMMENT	Text name of activity linked to the requisition. An asterisk (*) indicates comments (extra information about requisition) are present. Detailer types "X" in SEL field to view them.
RBBRV/ NEC	RATE ABBREVIATION/DISTRIBUTION NEC	This identifies rating community and requested paygrade of incoming Sailor to the requisition. The detailer does his best to satisfy this requirement. A recruiter assignment would list NEC for recruiting only, as this is a special program not linked to any particular community. 00100 means "#1", or first priority in this list. REQ# indicates priority of the requisition according to MCA. Requisitions are always listed with top priority first on this screen.
REQ#	REQUISITION NUMBER	00100 means "#1", or first priority in this list. REQ# indicates priority of the requisition according to MCA. Requisitions are always listed with top priority first on this screen.
SEL	SELECT	A detailer types an "X" in this space in order to view any comments, further information about that particular requisition.
UIC	UNIT IDENTIFICATION CODE	UIC is a 5-digit code that tells what activity (such as a ship) the requisition is linked to.
WIS	WOMAN IN SEA	Important for a detailer assigning a female Sailor to sea. Detailer may ONLY assign females to ships with requisitions that have an asterisk in the WIS field.

**Section 3. Headings that Change Meaning Depending on if a Sailor Has Been Assigned to the Requisition.**

<b>Name</b>	<b>Term</b>	<b>What It Means</b>
ARATE/S/S C/P	ASSIGNED RATE OR SEA SHORE CODE CURRENT OR PROPOSED	If a Sailor has been assigned: The rate (such as BM1 for Boatswain Mate First Class) the Sailor currently holds. If requisition still open: lists the sea shore code currently assigned to the requisition, and sea shore code in the future if it will be changing.
EDA/OR HPC C/P	ESTIMATED DATE OF ARRIVAL OR HOMEPORT CODE CURRENT OR PROPOSED	If a Sailor has been assigned: The estimated date (Julian day format) the Sailor will arrive to assignment. If requisition still open: The homeport (1-letter) code currently and in the future (if it will be changing soon).
KB/ST DTRL ID OR ATC CUR OR PRS	KEY BILLET /STATUS/DETAILER ID/AREA TYPE CITY CODE CURRENT OR PROPOSED	If a Sailor has been assigned: 3 possible data items (1)KB: not used anymore; (2) Status of orders, such as "P" for pending; (3) ID code of the detailer who submitted the orders. If requisition still open: Indicates 2 possible data items (1) ATC code (example: Norfolk = FNO) to which activity is currently assigned, and (2) if it is changing soon, ATC code in the future.
NAME/TUM	NAME OR TAKE UP MONTH	If a Sailor has been assigned: Indicates Name of Sailor. If requisition still open: Indicates desired TUM, or arrival month to the assignment, on the requisition.
SSN/NEC/K BLT	SSN OR NEC OR KEY BILLET NUMBER	If a Sailor has been assigned: Indicates SSN of assigned Sailor. If requisition still open: Indicates NECs (up to two) desired for requisition. Key billet number is no longer used.

**Table B-3**  
**Abbreviations used in other EAIS screens (Figures B-3 through B-6)**

Abbrev	Term	What It Means
NEC DATE	Date of NEC	Date when the Sailor was officially qualified for a particular Navy Enlisted Classification
AFQT	Armed Forces Qualifying Test	Percentile taken from combined mathematical and verbal ability scores from ASVAB. Member will be put in a certain category depending on these scores, and the higher the better for developing a positive picture of the Sailor.
ASNRSN	Reason for Assigned Rate.	Same as RSN CODE on Figure B-1 for each assignment.
ASNRT	Assigned Rate	Same as ASSN RATE on Figure B-1 for each assignment.
ASVAB	Armed Services Vocational Aptitude Battery	Entrance test for all U.S. Armed Services. Sailor must score well on certain sections to enter rating community.
CDP	Course Data Processing	Course number—several of these courses (often within one training school assignment) are needed to complete many of the NECs.
CH1-CH5	Career History 1-5	These rows continue to document previous commands assigned to.
CIC	Customer ID Code	Not important for detailer purposes.
COMPDT	Course Completion Date	Date that section of training was completed.
DLAB	Defense Language Aptitude Battery	If Sailor must be trained in a foreign language, designates aptitude.
DNEC1	Distribution NEC 1	Used to match an individual's NEC to command authorization for that NEC.
DNEC2	Distribution NEC 2	Used if the requisition specifies 2 different NECs.
DNRC1	Reason for DNEC1	Reason Sailor placed in that NEC slot. Reason codes include: BXXA indicates Sailor currently holds required NEC in inventory; BXXB indicates Sailor will receive training for NEC en-route to new command; BXXE indicates NEC may be awarded with on-the-job training; EXXG indicates a Placement decision-used by EPMAC only; BXXM indicates no school quota available for required NEC training so assigned, but cannot send to NEC school at present time
DNRC2	Reason for DNEC2	Same as for DNRC1.
DTRAN	Date Transferred	Date transferred from the command activity. Should not be present for current duty station.
DTREC	Date Received	Date received officially into the command activity.
EVAL FROM DATE	Evaluation From Date	Date evaluation period began.
EVAL TO DATE	Evaluation To Date	Date evaluation period ended.
FST	Previous assigned activity.	This is often a school. In that case the ACC (Accounting Control Code) is 341 or 342.
Initiative, Reliability, Directing, etc.		These are all slots for 1-digit evaluation rankings from a low of 1 to a high of 5. No extra text information is normally available. Any evaluation of 2 or below is an automatic alert to the detailer of a potentially bad Sailor, though low evals earlier in a career are more acceptable than low evals later in a Sailor's career.
LVL	Course Level	For leadership courses, the level of training the course was for.

**Table B-3 (Continued)**

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<b>Abbrev</b>	<b>Term</b>	<b>What It Means</b>
MCA	Branch of MCA	1-letter code of MCA where the requisition came from (L=Atlantic, P=Pacific, B=Bureau, X=typically used for training schools)
NFQT	Nuclear Field Qualification Test	Taken to qualify for nuclear ratings only.
ONB	On-Board	Activity to which a Sailor is currently assigned.
PRI Cost	Cost of Move	5-digit number indicates dollar amount of moving cost.
SAC	Student Action Code	288 or P1 code means Sailor successfully graduated from course.
SEC	Activity assigned before FST.	Each activity goes back in chronological order.

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**Table B-4**  
**Important abbreviations used in ARIS (Assignment Readiness Information System) Screens (Figures B-7 through B-9)**

<b>Abbrev</b>	<b>Term</b>	<b>What It Means</b>
ACC	Accounting Category Code	Same as in EAIS. Indicates type of assignment (usually 100).
ACT	Activity name	Name of ship, if at sea, or other abbreviated name.
ARC	Activity readiness code	Code assigned to different levels of wartime readiness for a command activity.
ATC	Area Type Code	Geographical area. Same as in EAIS.
BA P-9	BA nine months from now.	This is the percentage of billets authorized projected to be filled 9 months from now. Billets, and therefore requisitions, are only projected nine months in advance.
BERTHING DATA		Number of Sailors currently on board the selected activity.
COB	Current On-Board	Used for ship or shore duty. Current number assigned.
CPO	Chief Petty Officer	Shows totals for paygrade range E-7 through E-9.
CUR BA	Current Billets Authorized	Shows actual billets currently assigned to ship or rating community. Means job slots paid for.
CUR NMP	Current Navy Manning Plan	Shows current requisitions for the ship or rating community. Typically less than BA, but if overmanned in a rating community or paygrade, it may exceed actual billet slots.
E1-6	E-1 through E-6	Shows totals for this paygrade range.
EDA	Estimated Date of Arrival	For a particular requisition, estimated date when Sailor will arrive.
EMBARKED RQMT	Embarked Requirement	For a ship, minimum number of Sailors needed in order to deploy.
FCD/RDT	Date of data	FCD represents the start date and RDT represents the end date of the information in this ARIS screen being updated.
MOB +1	Mobilization "Wartime" Requirements	Persons needed in time of war. Typically greater than or at least equal to the number of billets currently authorized.
NMP COB	Navy Manning Plan COB	Percentage of Navy Manning Plan numbers reflected in current-on-board numbers.
PCT	Percentage	
P-9 BA	Actual BA nine months from now	This is the number of billets authorized for 9 months in the future for the specified activity or paygrade or rating community.
P-9 NMP	Actual NMP nine months from now.	This is the number of requisitions from the Navy Manning Plan projected 9 months from now.
POB1/POB2/ POB3/POB4/ POB5/POB9	Persons on Board at Certain month from now.	Like Current-on-board, but projected persons on board at 1 month, 2 months, 3 months, 4 months, 5 months, and 9 months (especially important in detailing window) from now.
POB9 NMP DIFF		Difference between Projected Persons on Board and numbers needed according to the Navy Manning Plan authorized requisitions. A negative number means some slots are not projected to be filled with actual Sailors. A high number of negative slots encourages a detailee to fill positions for that activity/paygrade for his rating community.
RABR	Rate Abbreviation	Same as RATE from EAIS screens. Combination of paygrade and rating specialty.

**Table B-4 (Continued)**

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Abbrev	Term	What It Means
RCN	Rating Control Number	Each rating community has a designated rating control number. This is basically another way of referring to rating community.
TOTAL	Total Enlisted	Shows combined total of all enlisted paygrades E-1 through E-9.
TUP	Take-up-month	Same as TUM in EAIS. Arrival time expected on the requisition.
UIC	Unit ID Code	It is notable that an activity may have more than one UIC code assigned to identify different command groupings within an activity, such as a particular ship. This is always a 5-digit number that is associated with requisitions for that command.

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# Sea/Shore Codes (from MILPERSMAN 1306-102)

## Type Duty Classification Codes

Five types of duty designations or “types” are used to identify commands for establishment of sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes.

- The types of duty are reflected in each command's Enlisted Distribution and Verification Report (EDVR) as a sea/shore code (SSC).
  - These codes are assigned and, when required, changed by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4).
  - To determine Type Duty Codes, the following criteria applies:
1. Shore Duty (Sea/Shore Type Duty Code "1")
    - Duty performed in United States (U.S.) (including Hawaii and Anchorage, Alaska) land-based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year.
    - Long-term schooling of 18 or more months.
  2. Sea Duty (Sea/Shore Type Duty Code "2")
    - Duty performed in commissioned vessels and deployable squadrons homeported in the U.S. (including Hawaii and Alaska).
    - U.S. land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.
  3. Overseas Remote Land-based Sea Duty (Sea/Shore Type Duty Code "3")
    - Duty performed in a land-based activity, which does not require members to be absent more than 150 days per year, but is credited as sea duty for rotational purposes only due to the relative undesirability of the geographic area.
  4. Overseas Sea Duty (Sea/Shore Type Duty Code "4")
    - Duty performed in commissioned vessels and deployable squadrons homeported overseas.
    - Overseas land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.
  5. Overseas Shore Duty (Sea/Shore Type Duty Code "6")
    - Duty performed in overseas land-based activities, which are credited as shore duty for rotational purposes. Members are not required to be absent from corporate limits of their duty station in excess of 150 days per year.

**Appendix C:  
Transitory and Closed-Loop NECs Currently in Use**

**Table C-1**  
**List of Closed-Loop and Transitory NECs**

NEC	TRNS/CL	S/S if Transitory	Description
0215	CLOSED-L		Harbor/Docking Pilot
2186	CLOSED-L		Career Recruiter
2514	CLOSED-L		Writers
3323	CLOSED-L		Central Navigation Computer (CNC) Technician (CNC CP-890B on TRIDENT SSBN)
3324	CLOSED-L		Ships Inertial Navigation System (SINS) Technician (SINS MK 2 MOD 3)
3327	CLOSED-L		Navigation AIDS (NAVAIDS) Technician (TRIDENT Navigation Subsystem)
3328	CLOSED-L		Navigation Electronics Technician
3353	CLOSED-L		Submarine Nuclear Propulsion Plant Operator - Reactor Control
3354	CLOSED-L		Submarine Nuclear Propulsion Plant Operator - Electrical
3355	CLOSED-L		Submarine Nuclear Propulsion Plant Operator - Mechanical
3356	CLOSED-L		Submarine Nuclear Propulsion Plant Operator - Engineering Laboratory Technician
3363	CLOSED-L		Submarine Nuclear Propulsion Plant Supervisor - Reactor Control
3364	CLOSED-L		Submarine Nuclear Propulsion Plant Supervisor - Electrical
3365	CLOSED-L		Submarine Nuclear Propulsion Plant Supervisor - Mechanical
3366	CLOSED-L		Submarine Nuclear Propulsion Plant Supervisor - Engineering Laboratory Technician
3383	CLOSED-L		Surface Ship Nuclear Propulsion Plant Operator - Reactor Control
3384	CLOSED-L		Surface Ship Nuclear Propulsion Plant Operator - Electrical
3385	CLOSED-L		Surface Ship Nuclear Propulsion Plant Operator - Mechanical
3386	CLOSED-L		Surface Ship Nuclear Propulsion Plant Operator - Engineering Laboratory Technician
3393	CLOSED-L		Surface Ship Nuclear Propulsion Plant Supervisor - Reactor Control
3394	CLOSED-L		Surface Ship Nuclear Propulsion Plant Supervisor - Electrical
3395	CLOSED-L		Surface Ship Nuclear Propulsion Plant Supervisor - Mechanical
3396	CLOSED-L		Surface Ship Nuclear Propulsion Plant Supervisor - Engineering Laboratory Technician
5311	CLOSED-L		Diver Saturation
5323	CLOSED-L		SDV Pilot/Navigator/DDS Operator
5326	CLOSED-L		SEAL Special Warfare
5332	CLOSED-L		EOD Technician
5333	CLOSED-L		EOD Technician/Parachutist
5334	CLOSED-L		Senior EOD Technician
5335	CLOSED-L		Senior EOD Technician/Parachutist
5336	CLOSED-L		Master EOD Technician
5337	CLOSED-L		Master EOD Technician/Parachutist
5339	CLOSED-L		Diver/Special Warfare
5341	CLOSED-L		Master Diver
5342	CLOSED-L		DIVER First Class
5343	CLOSED-L		DIVER Second Class
5346	CLOSED-L		Master Saturation Diver
5352	CLOSED-L		Special Warfare Combatant Crewman (SWCC) Advance
5375	CLOSED-L		Salvage/Construction Demolition Diver
5633	CLOSED-L		Mobile Utilities Support Equipment (MUSE) Technician
5931	CLOSED-L		Advanced Underwater Construction Technician

**Table C-1**  
**List of Closed-Loop and Transitory NECs**

<b>NEC</b>	<b>TRNS/CL</b>	<b>S/S if Transitory</b>	<b>Description</b>
5932	CLOSED-L		Basic Underwater Construction Technician
8211	CLOSED-L		Helicopter Utility Aircrewman
8215	CLOSED-L		Helicopter Search and Rescue Aircrew Swimmer
8216	CLOSED-L		H-46 Utility Aircrewman
8225	CLOSED-L		MH-53 Utility Aircrewman
8226	CLOSED-L		Airborne Mine Countermeasures (AMCM) Helicopter Aircrewman
8235	CLOSED-L		E-6 Flight Engineer
8236	CLOSED-L		E-6A Reel System Operator
8237	CLOSED-L		E-6A Flight Communications Operator
8238	CLOSED-L		E-6A In-Flight Technician
8241	CLOSED-L		C-12 Utility Aircrewman
8245	CLOSED-L		C-20 Crew Chief
8250	CLOSED-L		Aircrew
8251	CLOSED-L		P-3 Flight Engineer
8252	CLOSED-L		C-130 Flight Engineer
8261	CLOSED-L		P-3/EP-3J In-Flight Technician
8262	CLOSED-L		P-3C UPDATE III In-Flight Technician
8263	CLOSED-L		P-3C In-Flight Technician
8265	CLOSED-L		P-3/EP-3J Flight Communications Operator
8271	CLOSED-L		Aircrew
8278	CLOSED-L		Loadmaster
8279	CLOSED-L		C-2 transport Aircrewman
8284	CLOSED-L		Aviation Electronic Warfare Operator
8289	CLOSED-L		Flight Attendant
8401	CLOSED-L		Search And Rescue Medical Tech
8402	CLOSED-L		Sub Force Independent Duty Corpsman
8403	CLOSED-L		Special Amphib Recon
8406	CLOSED-L		Aerospace Medical Technician
8407	CLOSED-L		Radiation Health Tech
8408	CLOSED-L		Cardiovascular Tech
8409	CLOSED-L		Aerospace Physiology Technician
8416	CLOSED-L		Nuclear Medicine Tech
8424	CLOSED-L		Medical Administrative Tech
8425	CLOSED-L		Surface Force Independent Duty Corpsman
8427	CLOSED-L		Fleet Marine Force Recon Corpsman-Basic
8432	CLOSED-L		Preventive Medicine Tech
8434	CLOSED-L		Hemodialysis/Apheresis Tech
8445	CLOSED-L		Ocular Tech
8446	CLOSED-L		Otolaryngology Tech
8451	CLOSED-L		X-Ray Technician
8452	CLOSED-L		X-Ray Technician
8454	CLOSED-L		Electroneurodiagnostic Tech
8463	CLOSED-L		Optician
8466	CLOSED-L		Physical Therapy Tech
8467	CLOSED-L		Occupational Therapy Technician
8472	CLOSED-L		Biomedical Photography Tech
8478	CLOSED-L		Biomedical Equipment Technician Advanced
8479	CLOSED-L		Biomedical Equipment Technician
8482	CLOSED-L		Pharmacy Tech

**Table C-1**  
**List of Closed-Loop and Transitory NECs**

<b>NEC</b>	<b>TRNS/CL</b>	<b>S/S if Transitory</b>	<b>Description</b>
8483	CLOSED-L		Operating Room Tech
8485	CLOSED-L		Psychiatric Tech
8486	CLOSED-L		Urology Tech
8489	CLOSED-L		Orthopedic Cast Room Tech
8491	CLOSED-L		Special Operations
8492	CLOSED-L		Special Operations Technician
8493	CLOSED-L		Medical Deep Sea Diving Technician
8494	CLOSED-L		Deep Sea Diving
8495	CLOSED-L		Dermatology Tech
8496	CLOSED-L		Mortician
8503	CLOSED-L		Histopathology Tech
8505	CLOSED-L		Cytology Tech
8506	CLOSED-L		Medical Laboratory Technician Advanced
8541	CLOSED-L		Respiratory Therapy Tech
8703	CLOSED-L		Dental Administrative Tech
8708	CLOSED-L		Dental Tech Hygienist
8732	CLOSED-L		Equip Repair Tech
8752	CLOSED-L		Dental Laboratory Technician
8753	CLOSED-L		Dental Laboratory Technician
8765	CLOSED-L		Maxillofacial Tech
8783	CLOSED-L		Dental Surgical Technologist
9192	CLOSED-L		Basic Thai Linguist
9193	CLOSED-L		Basic Indonesian Linguist
9194	CLOSED-L		Basic Cambodian Linguist
9197	CLOSED-L		Basic Serbo-Croatian Linguist
9201	CLOSED-L		Basic Russian Linguist
9202	CLOSED-L		Basic Tagalog Linguist
9203	CLOSED-L		Basic Spanish Linguist
9204	CLOSED-L		Basic French Linguist
9208	CLOSED-L		Recruit Division Commander
9209	CLOSED-L		Basic Persian (Farsi) Linguist
9211	CLOSED-L		Basic Chinese (Mandarin) Linguist
9212	CLOSED-L		Basic Korean Linguist
9213	CLOSED-L		Basic North Vietnamese Linguist
9215	CLOSED-L		Basic Hebrew Linguist
9216	CLOSED-L		Basic Arabic Linguist
9313	CLOSED-L		Linguist
9315	CLOSED-L		Basic Ukrainian Linguist
9520	CLOSED-L		Consecutive Foreign Language Translator
2612	TRANS		Classification Interviewer
5350	TRANS	Sea/Shore Crewmember	Sea/Shore Basic Combatant Crewmember
5351	TRANS	Sea/Shore Intermediate Combatant Crewmember	Sea/Shore Intermediate Combatant Crewmember
7815	TRANS	Only Sea	Tactical Helicopter Search and Rescue Aircrew Swimmer
7821	TRANS	Only Sea	P3B/C Acoustic Sensor Operator
7825	TRANS	Only Sea	ASW Operations Center (ASWOC) Equipment Operator

**Table C-1**  
**List of Closed-Loop and Transitory NECs**

<b>NEC</b>	<b>TRNS/CL</b>	<b>S/S if Transitory</b>	<b>Description</b>
7827	TRANS	Only Sea	ASW Operations Center Electronic Warfare Analyst
7841	TRANS	Only Sea	P3C Update III Acoustic Sensor Operator
7846	TRANS	Only Sea	CV-ASW Module (ASWMOD) Equipment Operator
7861	TRANS	Only Sea	P3C Non-Acoustic Operator
7872	TRANS	Only Sea	AW
7873	TRANS	Only Sea	SH60B Multi-Sensor Operator
7874	TRANS	Only Sea	AW
7876	TRANS	Only Sea	SH60F/HH-60H Multi-Sensor Operator
8202	TRANS	Only Shore	Naval Aircrewman (Special Assignment)
8288	TRANS	Only Shore	Aerial Cameraman
8300	TRANS	Only Sea	Aviation Maintenance Material Control Master Chief
9401	TRANS	Only Shore	EP-3E In-flight Technician
9402	TRANS	Only Shore	P-3C Update III ASUW Improvement Program (AIP) In-Flight Technician
9403	TRANS	Only Shore	EP-3E Electronic Warfare Operator
9508	TRANS		Recruit/Assistant Recruit Company Commander/Recruit Instructor
9515	TRANS		Equal Opportunity Program Specialist
9517	TRANS		Ship's 3-M System Coordinator
9518	TRANS		Naval Leadership Development Program (NAVLEAD) Instructor
9519	TRANS		Navy Drug and Alcohol Counselor
9522	TRANS		Navy Drug and Alcohol Counselor Intern
9545	TRANS		Navy Law Enforcement Specialist
9573	TRANS		SNAP II Ship System Coordinator
9575	TRANS		Correctional Custody Specialist Ashore
9579	TRANS		Command Master Chief
9580	TRANS		Command Master Chief
9585	TRANS		Navy Recruiter Canvasser
9586	TRANS		NRD Recruiter/Classifier
9999	TRANS		Female Required

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