

## MILPERSMAN 1301-218

### OFFICER SPECIAL ASSIGNMENTS - ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DOD)

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<b>References</b>	DODD 1000.17 of 24 Feb 97 DODD 5132.10 of 14 Dec 73 DODI 4000.19 of 9 Aug 95
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1. **Policy.** DODD 1000.17 establishes policy and assigns responsibility for the management and administration of military and civilian personnel supporting non-Department of Defense (DOD) agencies and activities.

a. DODD 5132.10 establishes policy and assigns responsibility for personnel assigned outside DOD involving individual foreign military sales funded by foreign governments and military assistance groups and missions.

b. Navy Personnel Command (NAVPERSCOM), Head, Washington Placement Branch (PERS-441) is responsible for coordinating the placement of officers in agencies outside DOD.

c. The use of DOD personnel to support non-DOD agencies and activities is rigorously controlled and all new positions are approved in writing by Office of the Assistant Secretary of Defense (MRA&L).

#### 2. **Selection of Officers**

a. Officers selected for assignment to duties outside DOD are to be screened carefully and must have exhibited performance of the highest quality. Members on their last tours prior to retirement will not normally be assigned outside DOD.

b. **Assignment of Department of Navy (DON) Personnel to Congressional Staffs.** Personnel will not be detailed or otherwise assigned to committees of Congress or to the personal

staffs of members of Congress unless such assignment is pursuant to an established congressional fellowship program.

(1) In the case of an assignment to perform duties for a specific duration in a specific project, the assignment must be approved in advance by the Navy Comptroller or Chief of Legislative Affairs, as appropriate, and Assistant Secretary of the Navy (M&RA).

(2) DON activities are not authorized to establish independent congressional fellowship programs.

### 3. Generating Orders

a. Except in unusual cases, orders for officer personnel assigned to non-DOD agencies and activities will contain reimbursable accounting data.

(1) The following wording will be added to the orders:

"Pay and allowances and cost of travel are originally chargeable to MPN (accounting data for travel (**reimbursable accounting data line**) and ultimately reimbursable from (**non-DOD agency, activity or foreign government case number**))."

(2) Reimbursement will be based on rates and procedures established in DODI 4000.19.

(3) Assistant Secretary of the Navy (M&RA) provides reimbursable accounting data guidelines for application by assignment and placement officers when ordering officers to certain non-DOD agencies and activities of foreign governments.

(4) The following PTEXTS will be included in the orders:

**P34025:** SELECTIVE SERVICE SYSTEM, STATE DEPARTMENT, U.S. COAST GUARD, ARMS CONTROL AND DISARMAMENT AGENCY, FEDERAL AVIATION AGENCY, MERCHANT MARINE ACADEMY, NATIONAL SCIENCE FOUNDATION (NAVY ANTARCTICA), NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, DEPARTMENT OF ENERGY, MARITIME ADMINISTRATION, AND OTHERS.

**P34035:** NO-COST MOVE, USE INSTEAD OF P34025.

**P34038:** DEFENSE SECURITY ASSISTANCE AGENCY (USE ON ALL ORDERS TO MILITARY ASSISTANCE GROUPS AND MISSIONS).

**P34039:** ALL ORDERS TO FOREIGN MILITARY SALES FUNDED BILLETS. (NOTE: ALL ORDERS MUST DIRECT MEMBER TO REPORT FOR DUTY WITH FOREIGN MILITARY SALES OR TO DETACH FROM DUTY WITH FOREIGN MILITARY SALES.)

**P34040:** GOVERNMENT OF AUSTRALIA (FOREIGN MILITARY SALES CASE AT-\_\_\_\_\_).

**P34041:** GOVERNMENT OF KUWAIT (FOREIGN MILITARY SALES CASE DSAA-KU-\_\_\_\_\_).

**P34042:** GOVERNMENT OF SAUDI ARABIA (FOREIGN MILITARY SALES CASE SR-\_\_\_\_\_).

**P34043:** GOVERNMENT OF SPAIN (FOREIGN MILITARY SALES CASE SP-\_\_\_\_\_).

(5) Further assistance for application of reimbursable accounting data and the above PTEXTs is available from NAVPERSCOM (PERS-455D).

b. DOD instructions permit billing of standard incremental rates for incentive and special pay as well as standard rates for pay and allowances of naval personnel assigned to other government agencies.

(1) In order to determine the reimbursable charges, the disbursing office holding the member's pay record is required to submit a monthly letter report to NAVPERSCOM for each officer assigned to a reimbursable billet.

(2) All matters concerning reimbursables should be addressed to Assistant Secretary of the Navy (M&RA).