

MILPERSMAN 1300-308

TOUR LENGTHS AND TYPES

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
---------------------------	--------------------------	--------	------------	----------------------------

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
---------------------------------------	------------------	-----------------

References	(a) DoD Instruction 1315.18 of 12 Jan 05 (b) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members
-------------------	--

1. **Key Billets.** Key billets are reserved for only those positions where the continued presence of an officer or warrant officer is determined to be absolutely essential to the mission of the activity or unit, or to the United States (U.S.) presence in that area. Such designations shall require members to serve the accompanied tour even if they decline to bring dependents, and shall be established only at overseas duty stations where the accompanied tour length is at least 24 months (reference (a)).

2. **Overseas Tour Lengths.** Overseas tour lengths are the standard tours of duty established for specific locations outside the **continental U.S. (CONUS)** (contiguous 48 U.S. and the District of Columbia (DC)) per reference (a) and reference (b), Appendix Q.

a. **Commencement of Tour**

(1) Time creditable. An overseas tour begins with the day of departure from the **CONUS** and ends with the day of return. For members taking leave **outside the continental U.S. (OCONUS)**, the area tour will commence upon termination of leave.

(2) Overseas duty for members on board during a change of homeport from CONUS to OCONUS, or from being a member of the commissioning crew of a vessel to be homeported OCONUS, overseas duty commences on the effective date of the overseas location becoming the homeport of the vessel, regardless of location of the vessel on that date.

b. **Adjusted Tour Lengths.** Members who report in an unaccompanied status to an overseas area that allows accompanied tours, then are later joined by command-sponsored family member(s), will have their tour adjusted to the accompanied tour length or an additional 1 year on board computed from the date command sponsored dependents arrive overseas, whichever is longer. Commanding officers (COs) shall report command sponsorship and adjusted tour lengths to Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4XX) (appropriate detailer code).

c. **Units Transitioning.** Detailed guidance concerning tour lengths for members assigned to units transitioning to Type Duty Code "4" or Type Assignment Code (TAC) "D" is provided in MILPERSMAN 1300-312.

d. **Ships/Activities Permanently Homeported Overseas - Out of Homeport.** Members serving on ships or activities permanently homeported overseas usually experience personal hardships when executing a permanent change of station (PCS) order while out of homeport.

(1) These members must use leave and travel time to return to homeport, arrange household goods (HHG) shipment, and await transportation to CONUS.

(2) During leave period, the member is not entitled to temporary lodging allowance (TLA) and is required to bear out-of-pocket expenses while awaiting transportation.

(3) To alleviate the problems incurred when transferring a member under PCS orders while away from homeport, the CO is authorized to include an intermediate stop on orders, "Temporary Duty for Further Transfer (TEMDFU FFT)", for a period not to exceed 10 days at the homeport for awaiting transportation to ultimate duty station.

e. **Shortened Tour Length.** Tours shall meet Department of Defense (DoD) overseas tour lengths; however, overseas tours 60 days short of the prescribed tour length do not require waivers. Members may be reassigned within 60 days before completion of the full tour length and be considered as having completed the full DoD area tour with the exception of 12-month overseas tours (e.g., Souda Bay, Crete). Due to the unique nature of these short tours, members will serve the full

12-month tour length. This 60-day window does not exempt the requirement, if applicable, for submission of other type waivers (e.g., obligated service (OBLISERV), minimum tour for separation, etc.). Waivers for curtailment of overseas tours must be approved by NAVPERSCOM (PERS-4).

f. **Officer only:**

(1) **Overseas Homeports.** Tour length for ships and squadrons homeported overseas will normally be the DoD tour length prescribed in reference (b), Appendix Q; or Exhibit 1 below. Exceptions include officers assigned to duty afloat and to deployable units stationed ashore, which are set by Secretary of the Navy (SECNAV).

(2) **Hawaii and Alaska.** Hawaii and Alaska have a minimum tour of 36 months with no mandatory rotation date established. Shore tours will be 36 months (or other DoD area tour specified). Sea tour lengths will be per Navy policy.

(3) **DoD Area Shore Tour.** Officers assigned to overseas duty must be ordered to serve the applicable DoD area shore tour. Exceptions to this policy are contained in reference (a) and include, but are not limited to, members assigned to the Defense Attaché System, government-to-government contracts (e.g., Personnel Exchange Program (PEP)), and medical officers assigned to specialties in high demand as approved by SECNAV. See MILPERSMAN 1301-110 for details.

(4) **Overseas Non-Rotating Ships, Staffs, and Aviation Squadrons.** Officers assigned to overseas non-rotating ships, staffs, and aviation squadrons will serve a tour length prescribed by NAVPERSCOM. See MILPERSMAN 1301-110 for details.

(a) Tour lengths prescribed by reference (b), Appendix Q; or Exhibit 1 below will be adhered to as closely as possible to maintain personnel stability within fleet units.

(b) Such tour lengths will not normally exceed those prescribed for accompanied/unaccompanied members assigned to shore stations in the same overseas areas.

g. **Enlisted only:**

(1) **Hawaii Tour Lengths.** Projected rotation dates (PRDs) for career enlisted members assigned to duty in Hawaii

will coincide with their prescribed sea tour or normal shore tour as appropriate, but in no case for less than 3 years. For first-term members see MILPERSMAN 1306-126 for details.

(2) **Nuclear Qualified/Trident Technicians.** Tour lengths for enlisted nuclear qualified operators and enlisted Trident technicians are currently **excluded** from the provisions of this article. Tour lengths for such members will be dictated by situational requirements.

(3) **Submarines Permanently Homeported in Guam and Nuclear Trained Sailors on CVNs Permanently Homeported in Japan.** Tour length for career enlisted members assigned to submarines permanently homeported in Guam or on CVNs permanently homeported in Japan will be 36 months. Following completion of the first 24 months of their prescribed sea tour, members without family present (serving an unaccompanied tour for 36 months) will be eligible for Overseas Tour Extension Incentive Program (OTEIP) benefits (must be requested).

(4) **CONUS Homeports.** Tour length for ships and squadrons that are homeported in CONUS, but operate in an overseas area for 1 year or more, is 12 months. See MILPERSMAN 1320-324 for details.

(5) **First-Term Members.** For first-term enlisted members see MILPERSMAN 1306-126 for details.

3. **Overseas Tour Length Types and Options.** During the interview conducted per MILPERSMAN 1300-300 through 1300-304, members shall be given the opportunity to elect whether they desire to

- be accompanied by family member(s) in an overseas area that is authorized accompanied tours,
- serve in an unaccompanied status, or
- postpone their decision until after reporting to their overseas duty station.

Delayed decisions must be made not later than 90 days after reporting. Members not making a tour election within 90 days after reporting will be presumed to have elected to serve in an accompanied status. Dependents are not authorized in areas indicated by "N/A" in the accompanied tour length column in Appendix Q of reference (b), or Exhibit 1 below.

a. **Types.** Overseas tour length types are as follows:

(1) **Accompanied (with Family Member(s)).** Assigned to members accompanied or joined by command-sponsored family member(s). First-term enlisted members may be required to serve the accompanied tour without family members present. See MILPERSMAN 1306-126 for details.

(2) **Unaccompanied (All Others).** Assigned to single members or those who either voluntarily or involuntarily are not accompanied by command-sponsored family member(s).

b. **Service Record Entries.** The CO shall cause the following electronic service record entries to be made when the member indicates a decision has been reached regarding options available.

(1) **For accompanied tours** make the following entry on NAVPERS 1070/613 (Rev. 7/06), Administrative Remarks:

"I fully understand the contents of MILPERSMAN 1300-308 and have elected the accompanied (with family member(s)) tour prior to my transfer from my present duty station."

Member's Signature

Witnessed: _____
L. Kimble
CDR, USN, Personnel Officer

(2) **For unaccompanied (all others) tours** make the following entry on NAVPERS 1070/613:

"I fully understand the contents of MILPERSMAN 1300-308 and have elected the unaccompanied (all others) tour prior to my transfer from my present duty station. I also understand per JFTR, Volume 1, family member(s) travel to overseas duty station at government expense is not authorized."

Member's Signature

Witnessed: _____
J. Christopher
CDR, USN, Personnel Officer

(3) **For postponed decisions** make the following entry on NAVPERS 1070/613:

"I fully understand the contents of MILPERSMAN 1300-308 and desire to make my election of an accompanied (with family member(s)) or unaccompanied (all others) tour within 90 days after I report to my new duty station."

Member's Signature

Witnessed: _____
C. Wirtz
CDR, USN, Personnel Officer

c. **Change from Unaccompanied to Accompanied.** If, after choosing an unaccompanied (all others) tour and orders have been endorsed accordingly, the member desires the longer accompanied (with family member(s)) tour, submit a request to NAVPERSCOM (PERS-4XX) (appropriate detailer code).

(1) The request will normally not be approved in any instance where the member has already been furnished transportation of family member(s)/household effects at government expense to a place designated by the member.

(2) If the request is approved, a modification of the member's PRD and a NAVPERS 1070/613 entry shall be made. The

member may then request entry approval and transportation of family member(s) in the normal manner.

d. **Tour after Early Return of Family Member(s).** Members whose family member(s) were furnished early return transportation from the member's overseas duty station under the provisions of reference (b), chapter 5, part J-U5900, will be required to complete the prescribed accompanied tour.

4. Tour Adjustments

a. Requests for adjustments of overseas tours shall be submitted to the member's detailee. See MILPERSMAN 1300-310 for details.

b. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are as follows:

(1) Correction of erroneous PRDs.

(2) Members reporting without family member(s), with movement of family member(s) subsequently authorized.

(3) Family member(s) arriving in a "tourist status," or are newly acquired and subsequently become "command sponsored" family member(s).

(4) Return of family member(s) not at the option of member, nor as a result of misconduct.

(5) Member voluntarily elects to serve accompanied tour.

5. **Consecutive Overseas Tour (COT)**. A COT occurs when a member is moved PCS from one overseas duty station to another. It may be an in-place, intra-theater, or inter-theater reassignment as defined in reference (a).

a. **Serve Full Tours.** Members under COT orders will normally serve the full DoD area tour on both the initial and follow-on shore tour(s) (either accompanied or all others, as appropriate).

b. **Involuntary COTs in Different Areas.** In the case of involuntary COTs in different areas, travel of family member(s), command-sponsorship, and shipment of HHG to the follow-on area

are authorized at government expense, provided the member has at least 12 months to serve in the area after scheduled arrival of family member(s)/HHG.

c. **Overseas-to-Overseas Assignments.** For all overseas-to-overseas assignments, transferring commands **must re-screen** members and family member(s) to determine their suitability. The screening CO may waive the medical portion of the overseas screening if the transferring and gaining commands are serviced by the same military treatment facility (MTF) and no medical disqualifying issues exist.

d. **Leave Travel.** Members assigned to COTs may be eligible for leave travel between assignments under provisions of reference (b). The following policy applies to COT leave travel eligibility:

(1) An in-place consecutive overseas tour (IPCOT) (no-cost permanent change of activity (PCA) move) must include two full DoD or SECNAV prescribed tours (accompanied or unaccompanied, as appropriate), or their equivalent. The goal is to approve as many IPCOT requests as possible while considering manning concerns, fleet balance, and readiness impact.

(2) For intra-theater and inter-theater COTs (cost PCS), the two tours must be at least the equivalent of two unaccompanied tour lengths. The second tour will normally be ordered for the **full** DoD or SECNAV tour length (accompanied or unaccompanied, as appropriate). Requests for COTs are also encouraged and will be approved when possible.

(3) Members reassigned under low-cost move provisions are not entitled to COT leave travel if they are not assigned to a full DoD follow-on tour.

(4) If a member is reassigned on a COT and the aggregate of the tour lengths is less than the equivalent of two unaccompanied tours, an overseas tour length waiver must be obtained to authorize COT leave travel; however, the second tour must be for a full DoD area tour, either accompanied or unaccompanied.

(5) To be entitled to COT leave travel the member must complete the appropriate DoD or SECNAV area tours (listed in reference (b), Appendix Q; or Exhibit 1 below), whether assigned

to a land-base activity or afloat unit. Family member(s) are entitled to COT leave travel only when they

- are an eligible dependent as defined in reference (b), Appendix A;
- are command sponsored for both tours; and
- they accompany the member during both tours.

Family member(s) may be authorized to travel with their sponsor at the time the sponsor is granted leave travel, or they may travel independently of the sponsor. COT leave travel will normally be performed between the two consecutive overseas tours involved; however, the member may elect to defer COT leave travel between the two tours of duty.

(6) As an exception, a member on PCS orders requiring member and/or family member(s) to traverse CONUS to complete the PCS must perform the COT leave travel at that time unless a deferment is authorized or approved by NAVPERSCOM, Enlisted Distribution Division (PERS-40CC) for enlisted personnel; or cognizant detailee for officer personnel. Requests will only be approved for unusual circumstances that preclude the member and/or family member(s) from taking COT leave while in CONUS and must be submitted, and authorization received, prior to member's transfer.

(7) In all cases, unless deferred due to duty in connection with a contingency operation, COT leave travel must be performed prior to the end of the new tour, otherwise the entitlement expires.

(8) Requests for COT leave travel to a location more distant than the member's home of record (HOR) must be forwarded to Office of Chief of Naval Operations, Travel and Transportation Section (OPNAV (N130E)) for determination. Authorization by OPNAV (N130E) may be granted for unusual circumstances, i.e., member's old and new permanent duty station (PDS) and HOR in same geographic location, or travel to HOR in conjunction with travel via designated location of family member(s) when both HOR and designated location of family member(s) is in the same country. Request must be submitted and authorization received prior to member's transfer.

(9) COT leave travel within CONUS is normally performed via common carrier (rail, bus, or air) procured at government

expense. Travel via privately owned vehicle (POV) should be requested from NAVPERSCOM (PERS-40CC) for enlisted personnel, or the cognizant detailer for officer personnel. Authorization should be received prior to member's transfer.

EXHIBIT 1
(Page 1 of 2)

NAVY-SPECIFIC OVERSEAS SEA DUTY TOUR LENGTHS

1. DoD area tour lengths are listed in reference (b), Appendix Q. The following Navy-specific overseas sea tour lengths are exceptions to the standard DoD area tour length for the area/unit as authorized per reference (a). If a specific tour length is not listed, it is assumed that it is 36 months accompanied and 24 months unaccompanied.
2. Tour length for enlisted first-term members assigned overseas duty will be assigned a PRD of 36 months or the accompanied tour length, which ever is less.
3. Tour length for career enlisted members assigned to duty in Hawaii will coincide with their prescribed sea tour or normal shore tour as appropriate, but in no case for less than 3 years unless otherwise indicated in reference (b), Appendix Q; or listed below.
4. Medical officers assigned to certain high demand specialties, as determined by Secretary of Defense (SECDEF) in conjunction with the Navy's Surgeon General, are authorized to serve 2-year accompanied tours in long-tour areas per MILPERSMAN 1301-110.
5. Nuclear trained members are presently being assigned for 24 months regardless of tour election to overseas duty on performance monitoring teams (PMTs), in radiological control (RADCON) divisions, and nuclear planner or nuclear repair billets in overseas home-ported tenders in Guam.
6. The following Navy-specific tour lengths cannot be used for entitlement (e.g., OTEIP, COT, etc.) establishment or calculation. Official DoD area tour lengths listed in reference (b), Appendix Q, must be used for this purpose.

EXHIBIT 1
 (Page 2 of 2)

NAVY-SPECIFIC OVERSEAS SEA DUTY TOUR LENGTHS

<u>Country, Area, or Command</u>	<u>Accompanied</u>	<u>Unaccompanied</u>
GUAM		
-EODMU FIVE (30215)	36	36
-SUBMARINES	36	36
-NUCLEAR TRAINED ON BOARD USS F CABLE	24	24
ITALY		
-PACHINO TARGET RANGE MARZA (47201)	N/A	12
JAPAN		
-NUCLEAR TRAINED ON BOARD USS GEORGE WASHINGTON	36	36
-COMEXSTRIKGRU SEVEN, White Beach, Okinawa (55308)	24	18
SAN CLEMENTE ISLAND, CALIFORNIA	N/A	24
SAN NICHOLAS ISLAND, CALIFORNIA	N/A	18
Nuclear trained members and engineering laboratory technicians (ELTs) assigned to overseas duty on board tenders will serve the following tour lengths:		
GUAM	24	24