

MILPERSMAN 1301-802

COMMAND POLICIES AND PROCEDURES - SPECIFIC POLICIES RELATED TO COMMAND

Responsible Office	OPNAV (N131)	Phone:	DSN COM E-MAIL	664-5037 (703) 604-5037 nxag n131e@navy.mil
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

References	<ul style="list-style-type: none"> (a) OPNAVNOTE 5450 Ser N131/14U114074 of 28 Jul 2014 (Canc: Jul 2015) (b) OPNAV (N131) PDM for Shared Captain Command Apportionment Plan (c) OPNAV (N131) PDM for Shared Commander Command Apportionment Plan (d) OPNAV (N131) PDM for Shared Early Command Apportionment Plan (e) OPNAVINST 1412.14 (f) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume II, The Officer Data Card (g) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume I, Major Code Structures (h) SECNAVINST 5510.30B
-------------------	--

1. **Purpose.** This article outlines policies and procedures for screening, selecting, and assigning officers to command of units identified in references (a) through (d), and MILPERSMAN 1301-800.

2. **Command Eligibility Screening.** Per reference (e), every commanding officer (CO), regardless of line community or staff corps, and regardless of the type or grade of command, must be screened for command eligibility.

3. **Command Screen Code.** Officers who have been selected for command are assigned a command screen code. It is a five-position alpha-numeric code that describes fiscal year considered, board sponsor, the type of command for which selected or deselected, and the standing (e.g., primary, alternate, etc.). This code is recorded on the member's officer data card. The meaning of each element can be found in reference (f).

4. **Additional Qualification Designation (AQD) Code.** Officers will be assigned a Command Qualification Program AQD code (2D1, 2D2, or 2D3) based on that officer's eligibility for command, qualification for command, and or qualification for major command. AQD code criteria and prerequisites can be found in reference (g).

5. **Executive Officer (XO) to CO Fleet-Up.** Per reference (e), COs who will be relieved by their XOs as part of a community's fleet-up program shall certify (in writing) the XO is ready to assume command and provide written certification to the immediate superior in command (ISIC) who will endorse the certification to the type commander or community leader (as applicable) with copy to Commander, Navy Personnel Command. This certification will be made prior to the XO assuming command and will discuss the XO's demonstrated leadership performance, personal behavior on-and-off duty, and other professional characteristics as delineated by the type commander or community leader. Officers screened for CO or XO must maintain the necessary performance and qualifications commensurate with their responsibilities or be de-screened per MILPERSMAN 1301-818.

6. **Early Command Policy.** Early command is considered to be equivalent to assignment as an XO (non-fleet-up) or department head. Successful completion of early command does not qualify as subsequent command eligibility screening.

7. **Shore Installation Command Screening.** Navy Personnel Command (NAVPERSCOM) maintains a memorandum of understanding with Commander, Naval Installations Command (CNIC) requiring that all communities receive CNIC endorsement for all shore establishment command slates.

8. **Command Tour Lengths.** All tour lengths are specified in references (a) through (d) and MILPERSMAN 1301-110.

9. **Number of Command Tours and Exceptions.** It is general policy that an officer is assigned to only one screened command in grade. Unrestricted line officers may be assigned to additional commands in grade as detailed in references (a) through (d) and MILPERSMAN 1301-800.

10. **Policy for Full-Time Support (FTS) Officers.** To ensure FTS community progression, the following procedures shall be utilized for administrative boards and officer placement:

a. All administrative boards that screen FTS officers will have a representative from the FTS officer community who will be utilized as members of selection and screening boards for which their experience and performance qualify them;

b. FTS pilots and naval flight officers are screened for Navy Reserve commands during the aviation major command screen board and aviation command screen board;

c. FTS officers may be considered by all appropriate screening boards and compete on the basis of qualifications;

d. Quotas will not be established for FTS officers in the screening process; however, boards will be briefed on the unique aspects of FTS officer career patterns;

e. Command of reserve force units (echelon 4 and 5) will alternate between Selected Reserve (SELRES) officers and active duty officers (either FTS or USN). A SELRES officer in an active duty status for the duration of the XO and or CO tour may fill the position of the active duty officer.

11. **Security Clearance Requirements.** Officers ordered to CO or XO billets must comply with reference (h) clearance and access level requirements.

12. **The Charge of Command.** All ISICs will ensure prospective COs review exhibit 1 and sign a copy of exhibit 2 prior to assumption of command. ISICs will retain signed copy for official record. This applies to all officers in command, to include flag officers.

13. **Transfer of Command Reports.** When orders are generated ordering an officer to command of any Navy activity (at sea and ashore), Chief of Naval Operations (OPNAV) UIC 00011 is to be included as an "info addressee".

14. **Major Command - Sequential Screen Procedures.** Major command - sequential screening is by administrative board action. NAVPERSCOM, Career Management Department (PERS-4) community codes will be the board sponsors, and will designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses major command - sequential screening.

15. **Major Command Screen Procedures.** Major command screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors, and will designate recorders

for each of its separate boards. MILPERSMAN 1301-804 specifically addresses major command screening.

16. **Captain Command Screen Procedures**. Captain command screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors, and will designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses captain command screening.

17. **Commander Command - Sequential Screen Procedures**. Commander command - sequential screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors, and will designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses commander command - sequential screening.

18. **Commander Command Screen Procedures**. Commander command screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors, and will designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses commander command screening.

19. **Early Command Screen Procedures**. Early command screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors, and will designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses early command screening.

20. **Preparation and Approval of Command Screen Slates**

a. Following screening of officers for command, the respective community distribution division prepares command slates, assigning screened officers to commands.

b. All slates must be reviewed and endorsed by the respective community leaders.

21. **Command Submission**. The major command review board (MCRB) is convened annually or as required by the Chief of Naval Personnel per references (a) and (e). The MCRB will be convened to address, validate, or approve all major command billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands and those commands below the grade of captain;

b. The Chief of Naval Personnel will update and publish reference (a) annually based on the results of the MCRB;

c. Office of the Chief of Naval Operations (OPNAV), Director, Military Personnel Plans and Policy (N13) will update and publish references (b) through (d) annually based on the results of the command review board;

d. OPNAV, Head, Officer Plans and Policy (N131) is the point of contact for all CO billet submissions and questions.

Exhibit 1
(Page 1 of 4)
CNO MEMORANDUM FOR ALL PROSPECTIVE COMMANDING OFFICERS
(THE CHARGE OF COMMAND)



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

5370
Ser N00/100107
8 Nov 11

MEMORANDUM FOR ALL PROSPECTIVE COMMANDING OFFICERS

Subj: THE CHARGE OF COMMAND

Ref: (a) U.S. Code Title 10 and Title 50
(b) Navy Regulations Chapters 8 through 11
(c) Navy Standard Organization and Regulations Manual
(SORM) Chapter 3

1. Command is the foundation upon which our Navy rests. Authority, responsibility, and accountability are three essential principles which are the heart and soul of Command. Effective command is at risk if any of these principles are lacking or out of balance. Further, a Commanding Officer's authority must be commensurate with his or her responsibility and accountability. This immutable truth has been the very foundation of our Navy since 1775.

2. As a prospective Commanding Officer, you have been identified as worthy of Command. You are to be entrusted with all of the authorities commensurate with your responsibilities. The decision to select you for Command was not made lightly; you were selected based on your demonstrated successful past performance and a determination by Senior Officers who have served in Command that you have the capacity to command, to accomplish the missions assigned and to uphold the standards of our Navy. This selection is an indication of the trust placed in you.

3. Just as Navy purposefully and deliberately selected you for Command, so too must you accept the extraordinary responsibility of Command with full regard for its consequences. It is the duty of every Commanding Officer to understand his or her authorities and responsibilities, prior to assuming Command.

4. While certain authorities and responsibilities will be specific to your command, there are some which are universal to all Commanding Officers; they are rooted in law, regulation,

Exhibit 1
(Page 2 of 4)

Subj: THE CHARGE OF COMMAND

doctrine, and Navy tradition. The key laws and regulations that both empower and bind Commanding Officers are detailed in references (a) through (c).

5. Included as a part of your responsibilities is the charge that you will be held accountable to the highest standards of personal and professional conduct. The requirement for exemplary conduct by a Commanding Officer was included in the establishment of our Navy; Article I of the "Rules for the Regulation of the Navy of the United Colonies of North America," from 1775 stated:

"The Commanders of all ships and vessels belonging to the thirteen United Colonies are strictly required to show themselves a good example of honor and virtue to their officers and men..."

Today, the requirement for exemplary conduct of Commanding Officers is mandated by law. Title 10 Section 5947 of US Code states:

"All Commanding Officers and others in authority in the naval service are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and to take all necessary and proper measures, under the laws, regulations, and customs of the naval service, to promote and safeguard the morale, the physical well-being, and the general welfare of the officers and enlisted persons under their command or charge."

It is your responsibility to meet the highest standards of personal and professional conduct at all times. Indeed, meeting these standards of conduct is as critical as meeting our high standards of material, personnel, and operational readiness.

6. There are two accountability standards that we use to measure officers in Command. The first is the standard for measuring criminal behavior. This standard belongs to the

Exhibit 1
(Page 3 of 4)

Subj: THE CHARGE OF COMMAND

courts and uses rules of evidence and procedure to determine, beyond a reasonable doubt, whether a violation of a specific criminal code has occurred. The second accountability standard is trust. Our Navy's decentralized command and control structure is built on trust. Without trust, we cannot delegate authority. Without authority, we cannot fulfill our responsibilities. Therefore, without the delegation of authority, we simply cannot effectively operate our Navy. Trust is a fundamental building block of our command and control structure and our ability to achieve mission success.

7. As a Commanding Officer, you must build trust with those Officers and Sailors under your command. You build trust through your character and in your actions which demonstrate professional competence, judgment, good sense, and respect for those you lead. This trust can only be built through personal interaction on a daily basis at every level in your chain-of-command. Human interaction remains the dominant factor in leading Sailors; do not fall prey to the belief that a variety of contact through electronic media can substitute in a meaningful way for the direct contact afforded by daily Quarters, Officer's Call or similar "face-to-face" leadership opportunities.

8. Once built, that trust is sustained by personal accountability - accountability to those same standards to which you hold those you lead. When trust and accountability are institutionalized in the routine of a command, the result is long-term success. When accountability is not enforced, the command and control structure, which is held together by trust, falls apart and the command eventually fails. Sustaining trust is what makes accountability critical to command. The Wall Street Journal captured this very well in an editorial column some years ago:

"It is cruel, this accountability of good and well-intentioned men. But the choice is that or an end to responsibility and finally, as the cruel sea has taught, an end to the confidence and trust in the men who lead, for men will no longer trust leaders who feel themselves beyond accountability for what they do. And when men lose confidence and trust in those who lead, order disintegrates into chaos and purposeful ships into uncontrollable derelicts." - Hobson's Choice Wall Street Journal, May 14, 1952

Exhibit 1
(Page 4 of 4)

Subj: THE CHARGE OF COMMAND

9. A Commanding Officer must possess professional competence, intelligent good sense, the "nicest sense of personal honor" and meet our high standards of personal conduct and leadership. Our Navy has determined that you possess these attributes, and therefore, has entrusted you with the privilege and immense responsibility of Command. I congratulate you on this singular achievement and charge you to conduct yourself everyday in a manner worthy of the responsibility you have been given.


JONATHAN W. GREENERT

Exhibit 2
ACKNOWLEDGEMENT OF COMMANDING OFFICER LETTER

ACKNOWLEDGEMENT OF COMMANDING OFFICER

From: (Rank, Name) _____
Commanding Officer, (Unit) _____
To: (ISIC) _____
Subj: THE CHARGE OF COMMAND

1. On this day, _____ (date), I,
_____ (name) acknowledge that I have read and
fully understand The Charge of Command.

Witnessed and received by, _____ (name), the
immediate superior in command of the above signed commanding
officer.
