

MILPERSMAN 1306-992

ASSIGNMENT TO SUBMARINE LEARNING CENTER STAFF OR SITE INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN	882-3620
			COM	(901) 874-3620
			FAX	882-2638
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Background.** Technological innovations in Navy training, coupled with diverse instructor requirements in the submarine training community, make it imperative that the best candidates are selected and assigned to the Submarine Learning Center (SLC) staff and learning site instructor billets.

2. **Requests for Assignment.** These requirements apply unless already screened for assignment per MILPERSMAN 1306-957.

a. Personnel, E-5 and above, desiring assignment to the SLC staff or submarine learning site instructor billets are encouraged to complete all sections of NAVPERS 1306/92 Special Program Screening 10-12 months prior to their established projected rotation date (PRD) (12-18 months prior to PRD is acceptable for deploying units).

(1) Candidates will schedule an interview with the local SLC or learning site command master chief (CMC)/senior enlisted advisor (SEA). Candidates will provide the last 3 years of Physical Readiness Information Management System data and evaluations to the CMC or SEA. During the interview, the learning site command fitness leader will conduct a courtesy body composition assessment measurement to determine if applicant is eligible.

(2) NAVPERS 1306/92, section D, line 10-13 will be completed by the local SLC CMC or SEA.

(3) If there is not a submarine learning site in the same geographic location as the member's current assignment, the interview may be conducted via telephone or video teleconference with the SLC CMC or SEA.

(4) Upon completion of the CMC or SEA interview, the interviewing command is required to endorse NAVPERS 1306/92.

(5) The parent command should retain the original screening form and submit a copy to the applicable rating detailer at Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignments Branch (PERS-403).

b. During the Career Management System/Interactive Detailing (CMS/ID) detailer selection phase, preference will be given to personnel that have submitted NAVPERS 1306/92. Personnel that have not submitted NAVPERS 1306/92 to their detailer prior to entering their CMS/ID orders negotiation window will remain eligible for selection and assignment to the SLC staff or a submarine learning site instructor billet. Personnel that are selected for assignment to an instructor billet and have not completed NAVPERS 1306/92 are required to complete the required screening (as outlined above) no later than 30 days after notification of selection via CMS-ID.

c. The detaching command will report suitability/unsuitability determinations to NAVPERSCOM, Enlisted Distribution Division (PERS-40); NAVPERSCOM (PERS-403); and the gaining command utilizing Exhibit 1 of MILPERSMAN 1306-900 within 30 days of receipt of orders. If warranted, submit a waiver utilizing exhibit 3 of MILPERSMAN 1306-900.

d. The detailer will ensure the orders contain text directing the detaching command to submit a copy of NAVPERS 1306/92 to the gaining command within 30 days of receiving orders. If the required NAVPERS 1306/92 is not received by the gaining command within 60 days, the gaining command will submit a naval message to NAVPERSCOM (PERS-403) requesting cancellation of orders.

e. The detaching command is required to re-certify that the member continues to meet all requirements within 5 days of transfer. Upon re-certification, the completed NAVPERS 1306/92 must be submitted to the servicing personnel support detachment for entry into the electronic service record. Failure to re-certify would require an unsuitability message per exhibit 1 of MILPERSMAN 1306-900 and request for order modification.

f. Prior duty as an instructor (NEC 9502) is required for personnel desiring assignment to the SLC staff.

g. Required obligated service is 36 months for this program.

3. **Receiving Command Requirements.** A Special Program Screening Deficiency Report (SPSDR) (exhibit 3 of MILPERSMAN 1306-900) is submitted by the receiving command to report discrepancies discovered during the screening conducted by the transferring command. Exhibit 3 of MILPERSMAN 1306-900 provides the format for submitting an SPSDR. The SPSDR is addressed to the transferring command with an information copy to NAVPERSCOM (PERS-403) and the transferring command's immediate superior in command.