

NASPNCPLAINST 1306.3R
Code 53000
16 April 2002

NASPNCCLA INSTRUCTION 1306.3R

Subj: PROCEDURES FOR INITIAL REPORTING, ASSIGNMENT, AND TRANSFER OF ENLISTED PERSONNEL

Ref: (a) U.S. Navy Uniform Regulations, Chapter 2

1. Purpose. To issue procedures pertaining to the initial reporting, duty assignment, and transfer of permanently assigned enlisted personnel.

2. Cancellation. NASPNCLA Instruction 1306.3Q

3. Procedures

a. On weekdays, all personnel will report directly to the Personnel Support Office (PSO), Building 624, Room 252, in the Uniform of the Day. Hours of operation are 0800-1100/1300-1500, Monday-Friday. Personnel will conform to the guidelines set forth in reference (a) for personal grooming and military appearance.

b. After normal working hours, and on holidays or weekends, personnel will report to the NAS Pensacola Officer of the Day (OOD), Building 624.

4. Responsibilities

a. Initial reporting. For all personnel reporting to the NAS Pensacola OOD after normal working hours and on holidays or weekends, the OOD will:

(1) Endorse orders, indicating date and time of reporting. Personnel desiring to eat in the general mess may do so by presenting their orders to the Mess Deck Master-at-Arms (MAA). A Smart Card will be issued by PSD on the next working day.

(2) Arrange for temporary berthing. Direct male and female personnel desiring berthing to report to the Central Assignment Receiving Desk Clerk, Barracks "E" NATTC Building.

(3) Turn individuals in a disciplinary status over to the Chief Master-at-Arms (CMAA) for transportation to Disciplinary Barracks, Building 3248.

(4) Direct members checking in after duty hours to report to the PSO NLT 0730 the next working day.

b. Initial assignment. The Personnel Support Officer is responsible for assigning incoming personnel to departments to fill billets as required by the current manpower authorization. Personnel assigned to a specific Unit Identification Code (UIC) will be assigned to that UIC, unless special

circumstances exist. However, in no case will a member be assigned to a UIC other than the one appearing on their PCS orders without the expressed permission of the losing Department Head and the NAS Pensacola Executive Officer. Factors to consider are department manning levels, personnel specialty skills, as well as maintaining an equitable balance among departments in the assignment of nondesignated personnel.

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c. Interdepartmental reassignment. The Personnel Support Officer will effect the reassignment of personnel from one department to another as directed by the NAS Pensacola Executive Officer. The individual will pick up Personnel Record from current Division Officer for delivery to gaining Division Officer when applicable.

d. Permanent Change of Station (PCS) transfer

(1) Personnel Support Office (PSO)

(a) Deliver and brief each member on transfer requirements.

(b) Maintain tickler file to ensure members/dependents are completing requirements in the allotted time frame.

(c) Perform final screen of transfer package to ensure all required items are completed by member and endorsed by their Department Head/Special Assistant. Upon completion, schedule member for XO/CO interview as necessary (overseas orders).

(d) Forward approved/disapproved transfer package to PSD for processing.

(2) Department Heads/Special Assistants

(a) Ensure Medical, Dental, Service Record screening is completed within 10 working days of receipt of orders. A Department Head review of financial counseling for members requesting advance pay/allowance must be completed prior to returning PCS Notification Transfer Package to PSO.

(b) In the case of overseas transfers, ensure command review on medical screening form is complete before forwarding to PSO.

(c) Ensure member's personal appearance is satisfactory prior to XO/CO interview.

(d) Submit transfer eval to PSO no less than 10 working days prior to transfer for E1-E6; 20 working days for E7-E9. Within 20 working days, officers will submit transfer FITREP to the Commanding Officer's Secretary.

(3) Transferring personnel

(a) Complete all applicable items in transfer package.

(b) If overseas transfer, ensure dependents are scheduled for medical screening ASAP; if unaccompanied, medical screening is done at the Branch Medical Clinic.

(c) Ensure a financial counseling is completed by the NAS Pensacola Fleet and Family Support Center for any amount of advance pay requested.

(d) Ensure transfer package is turned in to PSO as directed.

/s/
RANDAL L. BAHR

Distribution:

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