



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1301.4  
1/COMDT

MAR 20 2007

USNA INSTRUCTION 1301.4

From: Superintendent

Subj: ASSIGNMENT, DISTRIBUTION AND MANAGEMENT OF U.S. NAVAL ACADEMY TEMPORARY ASSIGNED DUTY (TAD) NAVY ENSIGNS AND U.S. MARINE CORPS 2<sup>ND</sup> LTs

Ref: (a) CNO ltr 1000 Ser N1/NT/011 of 28 Mar 06, Subj: Revision 1 to FY07 U.S. Naval Academy Service Assignment Policy  
(b) USNAINST 1520.2Y  
(c) USNAINST 1560.3E

Encl: (1) Graduation Information/TAD Assignment Preference Sheet  
(2) USNA TAD Ensign Detachment Request

1. Purpose. To issue guidance for the assignment, distribution and management of TAD Ensigns and 2<sup>nd</sup> LTs assigned to the U.S. Naval Academy. U.S. Marine Corps 2<sup>nd</sup> LTs will not normally be assigned TAD at USNA unless specifically authorized by the USNA Senior USMC Representative.

2. Background. USNA graduates are authorized 30 non-chargeable days of graduation leave that must be utilized within 90 days after graduation and prior to reporting to their first school or command. Per reference (a), newly commissioned Ensigns will be assigned to the first available pipeline training class to the maximum extent possible. Community-specific guidance for TAD Ensigns varies slightly, but in general, participation in valid TAD positions in support of USNA summer programs is permitted (as approved by PERS-4), provided the duration of the TAD does not extend past 1 September. The location of a TAD assignment will depend on validated USNA summer program requirements each year. Requirements for TAD personnel must be forwarded each February to the Midshipmen Personnel Officer by each USNA department/division, and validated annually by each department/division's TAD point of contact (POC) before final approval/disapproval by the Deputy Superintendent/Chief of Staff (DEPSUPT/COS). The goal is to keep the number of TAD Ensigns below 250.

3. Responsibility. Prior to graduation, the Midshipmen Personnel Officer shall be responsible for the organization and assignment of soon-to-be TAD personnel. After graduation, the Officer Personnel Officer shall be responsible for administering the TAD Ensign/2<sup>nd</sup> LT program to include processing graduation leave, tracking personnel medical issues, and any changes proposed to any officers pre-approved PCS orders/assignment. The Officer Personnel Officer shall also be responsible for the reassignment of any Ensigns remaining onboard in a TAD status after the annual Brigade Reform, if required.

4. Off-the-yard TAD Assignments. All requests for TAD assignment outside the Naval Academy are not normally approved, but will be reviewed, approved and/or disapproved by the DEPSUPT/COS if formally requested. Personnel seeking TAD outside USNA shall submit a formal written request through their Company chain-of-command up to their Battalion Officer, who shall forward this request to the Midshipmen Personnel Officer. The Midshipmen Personnel Officer shall consolidate all such requests for forwarding to the DEPSUPT/COS.

5. Individual Flight Screening (IFS) Program. The IFS program requires designated Navy and Marine Corps Pilots and Flight Officers to become familiar with key aspects associated with aircraft flight prior to reporting for Aviation Preflight Indoctrination (API) training. Navy and Marine Corps Pilots and Flight Officers are strongly encouraged to complete IFS prior to detaching from USNA and reporting to API or The Basic School (TBS). However, if unable to complete IFS during the academic year or prior to

detaching from USNA due to academic scheduling conflicts or other unforeseen circumstances, individual waivers will be considered on a case-by-case basis to allow IFS completion after reporting to either API or TBS. In support of completing IFS prior to detaching from USNA, departments/divisions that are assigned TAD Navy Pilots and NFOs must ensure these individuals are provided ample opportunity to complete all IFS requirements prior to detachment from USNA. Pilots and NFOs participating in the Voluntary Graduate Education Program (VGEP), due to their heavy academic commitments, may not be able to complete IFS during the academic year. In this instance, VGEP participants will have the option of completing IFS after completing their graduate studies, and prior to detaching USNA and reporting to either API or TBS. If an individual does not satisfactorily complete IFS either prior to graduation or after graduation, they shall immediately notify the Professional Programs representative in the Department of Professional Development, and the Midshipmen and Officer Personnel Officers. The IFS Program Coordinator shall forward a weekly status report detailing IFS status/progress to the Midshipmen Personnel Officer from February to May each year.

6. U.S. Army, Air Force and Coast Guard Personnel. Newly graduated USNA personnel who are commissioned in the Army, Air Force or Coast Guard will not be assigned TAD at USNA, unless specifically authorized by their USNA service representative.

7. Medical/Dental Corps Personnel. Medical Corps personnel who will attend Uniformed Services University of the Health Sciences (USUHS) for medical school will normally be assigned TAD to Hospital Point after graduation if their Permanent Change of Station (PCS) Order directed "report not later than date" is prior to 25 June. USUHS attendees should utilize their authorized 30-days graduation leave immediately after graduation and report to Hospital Point for TAD assignment if their PCS directed "report not later than date" is after 25 June. Medical and Dental Corps personnel who will attend civilian medical and dental school under the Health Professions Scholarship Program (HPSP) will not TAD at Hospital Point. Upon graduation from USNA, HPSP participants receive U.S. Naval Reserve commissions and are required to report in June in the year they graduate to the university as well as the Naval Reserve unit affiliated with the university where their medical and dental training will take place. As such, HPSP participants will not be assigned TAD at USNA or Hospital Point because they are not entitled to active duty pay and benefits unless under competent orders issued by their assigned reserve unit.

8. Immediate Graduate Education Program (IGEP). Per reference (b), IGEP provides an opportunity for a select number of recent graduates in the Aviation, Surface, and Submarine communities to earn a one-year technical master's degree at the Naval Postgraduate School (NPS) or Air Force Institute of Technology (AFIT). Personnel participating in IGEP will not be assigned TAD to USNA unless their report date to NPS or AFIT is after 1 July in the year they graduated from USNA. The Graduate Education Program Manager shall forward a copy of all personnel approved and selected for participation in IGEP to the Midshipmen Personnel Officer as required.

9. Graduate Scholarship Program. Per reference (b), the Graduate Scholarship Program provides an opportunity for a select number of recent graduates to earn a master's degree in a Navy-approved subspecialty code at a civilian university within 24 months following USNA graduation. Personnel participating in the Graduate Scholarship Program will not be assigned TAD to USNA unless their report date to their respective university is after 1 July in the year they graduated from USNA. The Graduate Education Program Manager shall forward a copy of all personnel approved and selected for participation in the Scholarship Program to the Midshipmen Personnel Officer as required.

10. Voluntary Graduate Education Program (VGEP). Per reference (c), VGEP provides an opportunity for up to 20 exceptionally capable midshipmen to earn a master's degree in a Navy-approved subspecialty code seven months following graduation from USNA. Midshipmen are selected for VGEP in their second class year at the Naval Academy and begin graduate work at an area university, usually in the spring semester of their first class year. Personnel participating in VGEP will be assigned to the USNA academic department corresponding to their graduate curriculum through completion of their graduate degree, usually by the end of December in the year they graduated from USNA. VGEP assignments are longer than 26 weeks and VGEP Scholars will not be in a TAD status while at USNA.

The Graduate Education Program Manager shall forward a copy of all personnel approved and selected for participation in VGEP to the Midshipmen Personnel Officer as required.

11. Action. In support of the effective management of TAD personnel, the following actions are delineated:

a. Deputy Superintendent/Chief of Staff

(1) Overall approval of validated USNA TAD assignments detailed in the TAD ENS/2<sup>nd</sup> LT matrix.

(2) Submit requests to PERS-4 for specific Ensigns to participate in valid USNA summer programs up to 1 September.

(3) Responsible for overview of the TAD personnel program after graduation.

(4) Final approval/disapproval for all formal off-the-yard TAD requests.

b. Commandant of Midshipmen

(1) Overview of the TAD ENS/2<sup>nd</sup> LT program prior to graduation.

(2) Submit requests to DEPSUPT/COS for all TAD Ensigns that require PERS-4 approval.

(3) Review, provide recommendation and forward all formal off-the-yard TAD requests to the DEPSUPT/COS for final approval/disapproval.

c. Deputy Commandant of Midshipmen

(1) Chair TAD ENS/2<sup>nd</sup> LT meetings with Department/Division TAD POCs to address personnel discrepancies and/or short falls.

(2) Review, make recommendation and forward all off-the-yard TAD assignment requests to the Commandant.

d. Officer Personnel Officer

(1) Administer the graduation leave program for all newly-commissioned Ensigns who will return to USNA prior to detaching under PCS orders.

(2) Review requests for TAD assignment that must be approved by PERS-4, forward to DEPSUPT/COS.

(3) Liaison with PSD Ft. Meade to ensure all Ensigns are detached per their PCS orders, and for all other personnel issues.

(4) Review all requests for changes in original orders and forward to the DEPSUPT/COS.

(5) Liaison with the Naval Health Clinic to track all Ensigns placed in a limited duty status.

(6) Review weekly status reports from the IFS Program Coordinator and coordinate with PERS-43 on any changes to aviation personnel status.

(7) Initiate the redesignation process for any Ensign requiring a change of designator.

e. Midshipmen Personnel Officer

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(1) Provide enclosure (1) to all perspective Navy graduates after Orders Assignment Night to determine individual TAD assignment preferences at USNA.

(2) Consolidate personnel requirements from each USNA department/division POC. All by-name requests will be given favorable consideration, but are not guaranteed assignment.

(3) Prepare the draft ENS/2<sup>nd</sup> LT TAD assignment matrix for review by the Deputy Commandant, Commandant and overall approval by the DEPSUPT/COS.

(4) Receive formal requests for off-the-yard TAD assignment from perspective TAD Ensigns. Once all USNA TAD personnel requirements are fulfilled, these requests will be forwarded to the Deputy Commandant, Commandant for chop and then forwarded to the DEPSUPT/COS for final approval/disapproval.

(5) Provide the approved TAD ENS assignment matrix to the graduating class after final approval by the DEPSUPT/COS.

(6) Redistribute available TAD assets after Brigade reform, if required. Provide a listing of reassigned Ensigns to the Officer Personnel Office.

f. Prospective Ensigns

a. Complete and forward enclosure (1) to the Midshipmen Personnel Officer by the established deadline indicating your choices for TAD assignment at USNA.

g. USNA Department/Division TAD Point of Contact

(1) Determine the appropriate number of TAD personnel required to support their respective department/division and forward this information to the Midshipmen Personnel Officer. Personnel specifically requested by name should also be included in this request.

(2) Consult with the Midshipmen Personnel Officer to obtain history on the number of TAD personnel assigned to their department/division in previous years.

(3) Ensure all assigned Navy TAD Ensigns complete and submit enclosure (2) to the Officer Personnel Office three (3) weeks prior to anticipated detachment from USNA.

(4) Ensure observed fitness reports are prepared prior to detachment for all personnel assigned, if period assigned exceeds 90 days. If assigned less than 90 days, a not observed (NOB) fitness report is required but the reporting senior also has the option to prepare an observed fitness report to document exceptional performance during the period assigned.

(5) On the first day of every month, each division will be required to report the name and expected detachment date of every TAD Ensign assigned to them to the Officer Personnel Officer via email, to include any unusual circumstances regarding them as well.

/S/

RODNEY P. REMPT

Distribution:

All Non Mids (electronically)

Class of '07 (electronically)

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GRADUATION INFORMATION/TAD ASSIGNMENT SHEET

## PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 301; 44 USC 3101

PRINCIPAL PURPOSE: To maintain information of Ensigns requesting Temporary Assigned Duty (TAD assignment).

ROUTINE USE: To determine the qualifications, suitability and availability of Ensigns seeking TAD assignment.

DISCLOSURE: Disclosure of information by the individual is voluntary. Failure to provide the requested information may result in denial of TAD assignment or inability to process ones TAD assignment in a timely manner.

Name: \_\_\_\_\_ Alpha: \_\_\_\_\_  
(Last, First, MI)Service Assignment: SWO Pilot NFO Intel CEC Medical Dental Submarines  
(circle one)  
SEAL EOD Crypto Supply Aviation Maintenance Duty Officer**School/Command Report Date:** Enter the start date of the first school you will attend directly related to your service selection or the command you will report to and the required report date:

School/Command Name: \_\_\_\_\_ Report Date: \_\_\_\_\_

**FOR NAVY PILOTS & NFOs:** Will IFS be completed prior to graduation or after graduation? **Check one that applies to you.**

\_\_\_\_\_ Before graduation \_\_\_\_\_ After graduation

**If you applied for, are approved for, or are tentatively scheduled to participate in one of the below programs, fill in the location and scheduled dates after the program name:**

VGEP (location) \_\_\_\_\_ IGEP \_\_\_\_\_

LSAP (country) \_\_\_\_\_ NOLS \_\_\_\_\_

OHARP (Subs Only) \_\_\_\_\_ NP-500 (Subs Only) \_\_\_\_\_

Other \_\_\_\_\_

**TAD Assignment Preferences (NAVY ONLY):** Select two locations from the below list for TAD assignment at USNA if you will report to your first school/command **after 25 June 2007**. If you must report to your first school or command **prior to 25 June 2007**, do not enter any preferences below as you will not TAD at USNA.1st choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

Signature: \_\_\_\_\_

**AVAILABLE USNA TAD LOCATIONS**

1. Academic Instructor at NAPS in Newport, RI **(must be selected by the Academic Dean)**
2. NAPS Indoctrination Staff **(must be able to TAD until 1 September)**
3. Academics Department
4. Admissions Department
5. Chaplain's Office
6. Deputy Superintendent/Chief of Staff
7. Commandant Administration Department
8. Commandant Operations Department
9. Commandant Supply Department
10. Ethics Center
11. Fourth Class Regiment (Plebe Summer)
12. ITSD/Ward Hall
13. Lucky Bag
14. Midshipmen Development Center
15. Hospital Point/Brigade Medical **(Medical Corps Ensigns only)**
16. Naval Academy Summer Program (NASP)
17. Officer Development Department
18. Physical Education Department
19. Department of Professional Development
20. Sailing Center/Varsity Off-Shore Sailing Team (VOST)
21. Summer Camp Task Force
22. Superintendent's Staff **(Personnel assigned to the Superintendent's staff will be interviewed and must be able to TAD at USNA until after the Army/Navy Football game is completed.)**

### ENSIGN DETACHMENT REQUEST

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 301; 44 USC 3101; Executive Order 9397

PRINCIPAL PURPOSE: To initiate the process of Ensign detachment request.

ROUTINE USE: To provide proper identification of an Ensign requesting to detach from the United States Naval Academy.

DISCLOSURE: Disclosure of information by the individual is voluntary. Failure to provide the requested information may result in the inability to process Ensign detachment request on a timely manner. Social Security Number is necessary for positive identification to preclude confusion of data with someone of same or similar name.

**IMPORTANT MESSAGE:** THIS FORM IS TO BE FILLED-OUT, SIGNED, AND RETURNED TO OFFICER PERSONNEL DEPARTMENT, ROOM 110, ADMINISTRATION BLDG., 121 BLAKE ROAD, **THREE WEEKS PRIOR TO YOUR REQUESTED DETACHMENT DATE.**

\_\_\_\_\_  
Date

From: ENS \_\_\_\_\_  
PRINT FULL NAME

SSN: XXX-XX-\_\_\_\_\_  
Write the last 4 numbers of your SSN.

To: Customer Service Desk, Annapolis  
Via: (1) Division/Department  
(2) Superintendent, United States Naval Academy

Subj: DETACHMENT DATE

1. I request to be detached on \_\_\_\_\_ Date. I am transferring to \_\_\_\_\_.

My contact phone number is: \_\_\_\_\_ I will require a plane ticket (circle one): YES NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### FIRST ENDORSEMENT

From: \_\_\_\_\_ (Division/Department)  
To: Customer Service Desk, Annapolis  
Via: Superintendent, United States Naval Academy

1. If assigned to a job on the USNA Yard, subject officer's fitness report (FITREP) will be completed/signed by her/his respective Reporting Senior and ready for officer's detachment.

2. If assigned to a job off the USNA Yard, subject officer's concurrent FITREP will be completed and submitted to USNA Officer Personnel **10 WORKING DAYS** prior to detachment date for concurrent signature by the Personnel Officer. Original summary sheet should accompany the original FITREP.

3. Officer may be detached on \_\_\_\_\_ Date.

\_\_\_\_\_  
Supervisor's Printed Name and Signature

\_\_\_\_\_  
Date

#### SECOND ENDORSEMENT

From: Superintendent, United States Naval Academy  
To: Customer Service Desk, Annapolis

1. Subject officer may be detached on \_\_\_\_\_ Date.

\_\_\_\_\_  
R. L. VAUTIER, CDR, USN  
By direction