



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

USNAINST 1301.4A
1/TAD
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USNA INSTRUCTION 1301.4A

From: Superintendent, U.S. Naval Academy

Subj: U.S. NAVAL ACADEMY TEMPORARY ASSIGNED DUTY PERSONNEL
PROGRAM

Ref: (a) CNO ltr 1000 SER N1/NT/011 of 28 Mar 06
(b) USNAINST 1520.2AA
(c) USNAINST 1560.3G
(d) Joint Travel Regulations

1. Purpose. To prescribe policies, mission, procedures, and responsibilities regarding the assignment, distribution, and management of Navy Ensigns and U.S. Marine Corps 2nd Lieutenants (Lts) on Temporary Assigned Duty (TAD) orders at the U. S. Naval Academy (USNA).

2. Cancellation. USNAINST 1301.4

3. Background. Reference (a) and supporting initial accession instructions and guidance provide the Navy and Marine Corps with options to keep newly commissioned Ensigns and 2nd Lts at their source of commissioning until they begin both TAD and Permanent Change of Station orders for their service communities. While all TAD Ensigns and 2nd Lts are assigned to the USNA (UIC 00161), they are sub-assigned to various work centers (i.e., academic departments, athletic and admissions programs, and other functional organizations) across the Yard, and occasionally off-Yard, to support the mission of the USNA.

4. Policy. The USNA utilizes TAD personnel to accomplish the Command's mission, to execute summer programs, enhance the academic and athletic mission, and augment routine operational tasks. In this capacity they operate as USNA staff under the cognizance of their respective work centers. The USNA will not normally coordinate off-Yard TAD assignments; these may be executed as intermediate stops on an individual's orders. Exceptions to this policy on off-Yard assignments shall be executed in accordance with pertinent Department of Defense (DOD)/Navy (DON) requirements and guidance, such as Reference (d), particularly concerning travel reimbursement for locally executed travel.

5. Mission. The assignment and management of TAD personnel will support the USNA's overarching mission to develop midshipmen morally, mentally, and physically, and to imbue

them with the highest ideals of duty, honor, and loyalty. TAD assignments should be aligned to augment work centers to achieve their respective elements of the command mission.

6. Responsibility. The USNA Yard-wide TAD Coordinator shall be responsible for the management of the TAD program. This includes developing the TAD slate, determining work center needs, assigning prospective TAD personnel to roles, training work center supervisors and TAD personnel, coordinating changes to assignments, ensuring robust means of communication to work center supervisors and TAD personnel, and tracking the TAD population from graduation through departure. Work centers who utilize TAD support will assign a TAD supervisor/coordinator to take responsibility for their respective assigned TAD personnel and to assist the Yard-wide TAD Coordinator in their duties. Officer Personnel (OPERS) for Ensigns, and the Marine Corps Detachment (MARDET) for 2nd Lts shall be responsible for matters concerning leave tracking, orders modifications, and detaching individuals.

7. Distribution of TAD assignments. The Yard-wide TAD Coordinator will execute a system for developing TAD slate for the graduating class. This process will normally include gathering information on needs and limitations of work centers across USNA and any specific by-name requests. The Yard-wide TAD Coordinator will receive the service assignment list for a class from Officer Accessions and, as individual communities conduct planning, the expected rotation/report dates for each prospective TAD's subsequent assignment (e.g. service schools). Once collected, the slating process will commence.

a. When making assignment decisions, the Yard-wide TAD Coordinator shall be guided by a general prioritization scheme as follows:

(1) Fulfilling USNA summer program assignments to ensure execution of mission critical functions (i.e. Plebe Summer, Basic Sailing, Administration/Operations Support, Summer Seminar, Summer Training, etc.).

(2) Fulfilling support to the Naval Academy Preparatory School.

(3) Placing long-term TADs with Admissions, in addition to other Admissions support needs.

(4) Supporting USNA operational needs, including support to Naval Station Annapolis, to maintain normal operations.

(5) Supporting the academic and athletic missions.

b. The approval of any off-Yard assignments is contingent upon Yard-wide needs first being met.

8. Management of TADs

a. The day-to-day management of TAD personnel is the responsibility of their assigned work centers. Each work center shall establish practices for accountability and communications with

their respective teams. Work centers are expected to assist their assigned TAD officers in executing leave and detachment planning.

b. The Yard-wide TAD Coordinator shall maintain an accountability system to track the overall TAD population on a weekly basis to aid in planning, such as parking availability and major event support. The Yard-wide TAD Coordinator shall also have authority to redistribute TADs as necessary to support emergent needs and to manage TAD support for special events (e.g., Induction Day and Plebe Parents Weekend).

c. Work centers shall remain cognizant of any medical issues that may impact a TAD's ability to execute their orders. TAD personnel retain access to the Brigade Medical Unit for individual healthcare needs, but also begin to transition to TRICARE and assume more individual responsibility for their medical readiness. Those TADs with long-term medical holds must be identified for the Yard-wide TAD Coordinator to assess when reassignment is warranted. Depending on other priorities, long-term medical held TAD personnel could be reassigned to Admissions.

d. Work centers and the Yard-wide TAD Coordinator will ensure TAD personnel have access to an "all-hands" communication mechanism, such as an email distribution list, for access to critical information.

e. The Yard-wide TAD Coordinator shall ensure all prospective TAD personnel have updated User Repository (or equivalent information system) profiles to indicate their status as USNA staff. Work centers remain responsible for identifying TAD personnel that require information system access and executing the necessary account creation processes.

f. Work centers retain approval authority for their TAD's leave requests, including Graduation leave if allowed. OPERS and MARDET will provide administrative support for leave processing and accountability.

9. Performance Reporting (i.e., Fitness Reports)

a. TAD personnel are subject to each service's respective performance reporting requirements. MARDET will ensure 2nd Lts receive appropriate performance reports for their time as TADs. For those Ensigns assigned to the USNA for 90 days or less, OPERS will manage individual performance reports.

b. For those Ensigns assigned for greater than 90 days, the assigned work center is responsible for completing performance reporting.

c. The Yard-wide TAD Coordinator shall maintain guidance to aid work centers in this task and may provide signatory support when necessary.

10. TAD Detaching Instructions. OPERS and MARDET shall provide work centers and TAD personnel with instructions for completing any administrative actions to detach from the USNA.

Work centers shall track their TADs and assist in completion of any detaching activities (e.g. selecting and approving a detachment date for a transfer information sheet).

11. Off-Yard Assignment Review Process. It is the USNA's policy to not manage off-Yard TAD assignments (i.e., sub-assignments or permissive/no-cost TADs). While many of these opportunities can be of professional value, the administrative requirements for TAD personnel remain the responsibility of the USNA. Off-Yard TAD requests entail an increased risk of an Ensign/2nd Lt missing requirements and impacting their follow-on activities.

a. Any off-Yard assignments shall be managed by a USNA work center that will provide a single point of contact for the off-Yard Command and coordinate all administrative and logistical activities for the TAD personnel involved.

b. Off-Yard assignments shall comply with the requirements of reference (d). In particular, Assignments to the Naval District Washington area must include provision for either government transportation to/from the USNA or travel reimbursement. Routine official travel (i.e., attendance at a conference) is not considered an off-Yard assignment but must still meet the requirements of reference (d).

c. The Yard-wide TAD Coordinator shall maintain a process for the approval of off-Yard assignments through the Chief of Staff, including any exceptions to this instruction.

12. 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 the USNA, unless specifically authorized by their respective service representative.

13. Non-commissioned and Delayed Graduates. Midshipmen who graduate but do not commission are ineligible for TAD assignment. Delayed graduates remain midshipmen and assigned to the Brigade of Midshipmen until commissioning. Delayed graduates may be eligible for TAD assignment and commissioning.

14. Graduate Education Program Candidates

a. TAD assignments for immediate graduate education program candidates will not be made until their acceptance into a program has been confirmed. Most graduate education candidates will not be TAD at the USNA and will report directly to their program upon completion of graduation leave. If a TAD assignment is required due to their orders (usually due to a gap between graduation leave and a program's earliest start date), the Yard-wide TAD Coordinator will assign them appropriately.

b. Students participating in the Voluntary Graduate Education Program (VGEP) will remain assigned to the USNA until completion of their program and shall be assigned as TADs to their respective major's academic department as their assigned work center. The academic department is responsible for maintaining accountability and providing opportunities for those personnel to complete any necessary military requirements (e.g., urinalysis, physical readiness/health assessments), but shall not consider them available for work center tasking.

15. Officer Hometown Area Recruiting Program (OHARP) Candidates. Certain service communities offer a voluntary program to allow Ensigns to support Navy Recruiting District commands while on permissive orders. The OHARP program typically has a 90-day upper limit for support and, if an Ensign's report date is later in the fall, may create a gap that requires USNA TAD assignment for continuity. Each USNA service community liaison shall ensure guidance is provided to interested midshipmen for applying to the OHARP program if available. The Yard-wide TAD Coordinator shall maintain awareness of prospective OHARP candidates for overall TAD population determinations and, when necessary, to make TAD assignments.

16. Action

a. Chief of Staff

- (1) Overall approval of validated USNA TAD assignments.
- (2) Final approval/disapproval of all off-Yard TAD assignment request not via intermediate stops.
- (3) Ensure an O-5 (or higher rank) Yard-wide TAD Coordinator is assigned from one of the USNA's cost centers. This duty will normally be for two years and rotate between cost centers.

b. Yard-Wide TAD Coordinator

- (1) Manage the USNA TAD Program.
- (2) Maintain local guidance and instructions for execution of the TAD Program.
- (3) Coordinate with work centers to determine TAD needs, constraints, limitations, review TAD assignments, and manage reassignments as necessary.
- (4) Coordinate with service community liaisons to receive initial and updated report/rotation dates for TAD personnel. Support requests for date changes as necessary.
- (5) Coordinate with the Commandant of Midshipman staff and Academic Dean to maintain awareness of individual midshipmen's status with respect to graduation and commissioning.
- (6) Coordinate with Information Technology Systems Department and other cost centers to update system access permissions for TAD personnel and disseminate guidance on TAD personnel account management.
- (7) Coordinate with the Staff Judge Advocate's office for TAD personnel-related activities, as necessary.

(8) Maintain an on-going master slate with estimated detach dates for weekly accountability of TAD personnel.

c. Service Community Liaison Officers

(1) Provide initial and updated report/rotation dates for TAD personnel within their community.

(2) Provide assistance to USNA-assigned Ensigns or 2nd Lts in communications with their respective detailers and facilitate orders modifications if required.

d. Officer Accessions

(1) Provide the initial service assignment to the Yard-wide TAD Coordinator.

(2) Provide updates to service assignments, reassignments, and other pertinent changes to the Yard-wide TAD Coordinator.

e. Work Centers

(1) Determine the appropriate number of TAD personnel required to support their respective work centers, constraints, limitations, specific requests (such as skillset or by-name individuals), and forward this information to the Yard-wide TAD Coordinator as requested.

(2) Participate, as requested, in the TAD slating process executed by the Yard-wide TAD Coordinator.

(3) Develop and manage any work center-specific processes for maintaining TAD onboarding, communications, accountability, work task assignments, and expectations.

(4) Maintain awareness of assigned TAD personnel's readiness and, as necessary, assist in the resolution of any identified issues. Maintain awareness of any medical readiness impacts that will keep a TAD on long-term hold and promptly inform the Yard-wide TAD Coordinator of such status changes.

(5) Support TAD personnel completing their respective check-out processes to include any planning information requests.

f. Officer Personnel (OPERS)

(1) Manage graduation leave tracking for Ensigns.

(2) Assist Ensigns with resolution of issues requiring interface with Personnel Support Detachment Norfolk and other organizations.

(3) Manage the detaching process for Ensigns with support from the work centers and Yard-wide TAD Coordinator.

(4) Coordinate with Ensigns, work centers, and the Yard-wide TAD Coordinator if modifications to orders are received.

(5) Manage performance reporting for Ensigns assigned to the USNA for 90 days or less.

(6) Coordinate the designator change request process and other personnel program processes for Ensigns, when required.

g. Marine Corps Detachment Annapolis (MARDET)

(1) Manage the graduation leave tracking for 2nd Lts.

(2) Assist 2nd Lts with initial administrative processing and resolution of issues requiring interface with Marine Barracks Washington.

(3) Manage the detaching process for 2nd Lts with support from the work centers and Yard-wide TAD Coordinator.

(4) Coordinate with 2nd Lts, work centers, and the Yard-wide TAD Coordinator if modifications to orders are received.

h. Midshipmen Personnel Office (MIDPERS)

(1) Provide graduation leave guidance to the graduating class in coordination with OPERS, MARDET, and International Programs (for OCONUS leave processes).

(2) Provide updates for the Yard-wide TAD Coordinator on graduation status for those midshipmen who will graduate but not commission or are forecasted to be delayed graduates.

i. Prospective/Commissioned Ensigns and 2nd Lts

(1) Execute actions and information requests as communicated by the Yard-wide TAD Coordinator.

(2) Coordinate with assigned work center supervisors/coordinators to receive reporting instructions and initiate communication with their assigned work center.

(3) Upon graduation, execute reporting instructions with their respective work centers.

(4) Ensure any change in readiness status is communicated to their respective work center supervisors/coordinators and prospective service community liaison.

17. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. Work centers who manage TAD personnel must be cognizant of creating records that contain Personally Identifiable Information (PII), such as recall rosters or watch bills, and ensure appropriate Department of Defense and Department of the Navy policies are implemented.

c. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the USNA Records Manager or the DON/AA DRMD program office.

18. Review and Effective Date. The USNA Directives Manager will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA intranet website, <https://www.usna.edu/AdminSupport/Inst/>