USNA INSTRUCTION 1301.4B

From: Superintendent, U.S. Naval Academy

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

Ref: (a) CNO ltr 1000 Ser N1/NT/011 of 28 Mar 06
(b) Joint Travel Regulations
(c) MCTIMS
(d) USNAINST 1650.5C
(e) DoD 7000.14-R Volume 5
(f) MCO 1050.3J
(g) NAVPERS 15839I
(h) 5 U.S.C. § 522a

1. Purpose. To prescribe policies, mission, procedures, and responsibilities regarding the assignment, distribution, and management of Navy Ensigns (ENS) and United States Marine Corps (USMC) Second Lieutenants (2ndLts) on Temporary Assigned Duty (TAD) at the United States Naval Academy (USNA) and the Naval Academy Preparatory School (NAPS).

2. Cancellation. USNAINST 1301.4A.

3. Background. Reference (a) and supporting initial accession instructions and guidance provide the Navy and Marine Corps with options to gain newly commissioned ENS and 2ndLts at their source of commissioning until Permanent Change of Station (PCS) orders are written and executed. While all TAD ENS/2ndLts 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 NAPS in support of the USNA mission.

4. Policy. USNA utilizes TAD personnel to accomplish the Command’s mission by executing summer programs, enhancing the academic and athletic mission, and augmenting routine operations. In this capacity, they operate as USNA staff under the cognizance of their respective work centers. USNA will only coordinate and fund off-Yard TAD assignments at NAPS. Any other off-Yard/TAD billets may be executed as an intermediate stop (I-Stop) on an individual’s orders provided by the Bureau of Naval Personnel (BUPERS) or Headquarters Marine Corps. Exceptions to this policy will be executed in accordance with reference (b), chapters 1 through 3 and reference (c), chapter 1, particularly concerning travel reimbursement for locally executed travel.
5. **Mission.** The assignment and management of TAD personnel will support 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 manage talent, enabling work center augmentation to achieve respective command mission elements.

6. **Responsibility**

   a. The USNA TAD Officer-In-Charge (OIC) will manage 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 assignment changes, ensuring robust means of communication to work center supervisors and TAD personnel, and tracking the TAD population from graduation through detachment. The TAD OIC will be assisted by the TAD Assistant Officer-In-Charge (AOIC).

   b. Work centers that utilize TAD support will assign a TAD supervisor/coordinator to take responsibility for their respective assigned TAD personnel. The Officer Personnel (OPERS) section will be responsible for matters concerning leave tracking, orders modifications, and detaching ENSs. The Marine Detachment (MARDET) will be responsible for matters concerning leave tracking, orders modifications, and detaching 2ndLts.

7. **TAD Assignment Distribution.** The TAD OIC will execute a system for developing the TAD slate for the graduating class. This process will normally include gathering information on work centers' needs and limitations across USNA and any specific by-name requests (BNR). The TAD OIC will receive the commissioning class service assignment list from Officer Accessions and, as individual communities conduct planning, the expected detachment/report dates for each prospective TAD ENS/2ndLt's subsequent assignment (e.g., service schools). Once collected, the slating process will commence.

   a. The TAD OIC may select one or more TAD ENS/2ndLts to work as his or her assistant(s).

   b. When making assignment decisions, the TAD OIC will be guided by a general prioritization scheme for fulfillment of assignments as follows:

      (1) 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) Support to NAPS.

      (3) Supporting Admissions with long-term TAD ENS/2ndLts, in addition to other Admissions support requirements.

      (4) Supporting OPERS.
(5) Supporting USNA operational needs, including support to Naval Support Activity Annapolis, to maintain normal operations.

(6) Supporting the academic and athletic missions (other than Plebe Summer).

(7) Supporting the MARDET mission with long-term TADs.

8. TAD ENS/2ndLt Management

   a. TAD personnel day-to-day management is the assigned work center’s responsibility. Each work center will establish accountability procedures and communications with their respective teams. Work centers are expected to assist their assigned TAD officers in professional development, executing leave, and detachment planning.

   b. The TAD OIC will maintain an accountability system to track the overall TAD ENS/2ndLt population on a weekly basis to aid in planning, such as parking availability and major event support. The TAD OIC will also have the authority to redistribute TAD ENS/2ndLts as necessary to support emergent needs and to manage TAD ENS/2ndLt support for special events (e.g., Induction Day and Plebe Parents Weekend).

   c. Work centers will remain cognizant of medical issues that may impact a TAD ENS/2ndLt’s ability to execute their orders. TAD personnel retain access to the Brigade Medical Unit for individual healthcare needs. It is incumbent upon work centers to educate newly commissioned officers and facilitate their transition to TRICARE while becoming more individually medical readiness responsible. TAD ENS/2ndLts with long-term medical holds must be identified for the TAD OIC to assess possible work center reassignment. Depending on priorities, long-term medical-hold TAD personnel could be reassigned work centers.

   d. Work centers and the TAD OIC will ensure TAD personnel have access to an “all-hands” communication mechanism (e.g., email distribution lists and/or group messaging services) for information distribution.

   e. The TAD OIC will 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 ENS/2ndLt’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.
(1) The MARDET will ensure 2ndLts receive appropriate performance reports.

(2) For ENS assigned to the USNA for 90 days or less, OPERS will manage individual “Not Observed” performance reports.

(3) For ENS assigned to USNA for greater than 90 days after graduation, the assigned work center is responsible for completing “Observed” performance reports.

(4) If an ENS is assigned to more than one work center and receives an “Observed” performance report, all work centers will contribute to the report based on the proportion of time the ENS spent at each assignment.

(5) Due to the implementation of the eNavFit system, officer fitness reports may be completed by using the eNavFit program through BUPERS Online. All ENS must ensure their email address is updated in BUPERS Online to facilitate fitness report completion and submission. OPERS is responsible for providing updated guidance to work centers.

b. The Reporting Senior for TAD ENS performance reports will meet the requirements of reference (d). If a work center cannot meet these requirements, then the TAD OIC becomes the Reporting Senior.

10. TAD ENS/2ndLt Detaching Instructions. OPERS and MARDET will provide work centers and TAD personnel with instructions for completing any administrative requirements to detach from the USNA. Work centers will track their TAD ENS/2ndLts and assist in the completion of any detaching activities (e.g. selecting and approving a detachment date for a transfer information sheet).

11. Off-Yard Assignments. It is USNA’s policy not to manage non-USNA TAD/TDY assignments and/or the use of permissive/no-cost TDY orders. While many non-USNA TAD/TDY opportunities can be of professional value, the administrative requirements for all TAD personnel remain the responsibility of the USNA. Non-USNA TAD/TDY requests entail an increased risk of losing entitlements and impacting follow-on service requirements. The Chief of Staff is the approval authority for all non-USNA TAD/TDY opportunities, and all approved TAD/TDY assignments will comply with the requirements of references (b-c) and (e-f).

a. The only pre-approved off-Yard TAD/TDY assignments are at NAPS. Assignments may include but are not limited to Football Coaches, Basketball Coaches, Lacrosse Coaches, Track and Field Coaches, Assistant Company Commanders, and Academic Tutors. The line of accounting for NAPS TDY orders will be provided under the annual USNA budget as approved by the USNA Supply Corps and Comptroller offices. Funding will be budgeted for a NAPS-requested number of TAD/TDY assignments and include entitlements per reference (b), chapters 1 through 3, reference (c), chapter 1, reference (e), and reference (f), chapter 5.

b. NAPS Entitlements will be in accordance with reference (b), chapters 1 through 3, reference (c), chapter 1, reference (e), and reference (f), chapter 5. NAPS TDY orders will
include “Military Lodging Available – Not Used” if lodging on-base is not used by the TAD ENS/2ndLt. NAPS TDY orders will also include “Government Per Diem Rate with Government Meals Available” as all meals are available on base. In addition, funding for travel to/from NAPS is included. These orders are not to exceed 20 weeks for long-term TDY.

c. Routine official travel (i.e., attendance at a conference) is not considered an off-Yard TAD/TDY assignment but must still meet the requirements of reference (b), chapters 1 through 3, reference (c), chapter 1, reference (e), and reference (f), chapter 5.

d. The TAD OIC will 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, Space Force, and Coast Guard Personnel. Newly graduated USNA personnel who are commissioned in the Army, Air or Space Forces, or Coast Guard will not be assigned 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 a TAD assignment. Delayed graduates remain midshipmen and assigned to the Brigade of Midshipmen until commissioning. Delayed graduates may be eligible for a TAD assignment upon commissioning.

14. Graduate Education Program Candidates

a. TAD assignments for immediate graduate education program candidates will not be made until respective program acceptance is confirmed. Most graduate education candidates will not be TAD to 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 TAD OIC 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 will be assigned as TAD ENS/2ndLts 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 will not consider them available for work center tasking.

15. Officer Hometown Area Recruiting Program (OHARP) Candidates. OHARP requests are typically not entertained unless executed as an I-Stop in the ENS’ PCS orders. OHARP duty is between 14 and 90 days, and the officer is assigned to a Navy Recruiting District to support recruitment efforts. The TAD OIC will maintain liaison with OPERS regarding any orders that include OHARP as an I-Stop.

16. Action

a. Chief of Staff
(1) Overall approval of validated USNA TAD assignments.

(2) Final approval/disapproval of all off-Yard TAD assignment requests not established as an I-Stop in BUPERS orders.

(3) Ensure an O-5 (or higher rank) TAD OIC and an O-3 or O-4 TAD AOIC are assigned to supervise the USNA TAD Program. These assignments will normally be for two years and rotate between cost centers. The TAD OIC and AOIC should not normally be selected from the same USNA cost center.

(4) Ensure the TAD OIC and AOIC’s teaching contact hours do not exceed 12 credits per term.

b. TAD OIC and AOIC

(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 needs, constraints, limitations, review 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 Midshipmen 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 ongoing master slate with estimated detach dates for weekly accountability of TAD personnel.

(9) In accordance with reference (g), the TAD OIC will be designated with Naval Officer Billet Code 9420 (Officer in Charge, Naval Shore Activity) after one year of incumbency.

c. Service Community Liaison Officers

(1) Provide initial and updated report/rotation dates for TAD personnel within their community.
(2) Aid USNA-assigned ENS or 2ndLts in communications with their respective detailers and facilitate orders modifications if required.

d. Officer Accessions

(1) Provide the initial service assignment to the TAD OIC.

(2) Provide updates to service assignments, reassignments, and other pertinent changes to the TAD OIC.

e. Work Centers

(1) Determine the appropriate number of TAD personnel required to support their respective work centers, constraints, limitations, specific requests (such as skillsets or BNRs), and forward this information to the TAD OIC as requested.

(2) Participate, as requested, in the TAD ENS/2ndLt slating process executed by the TAD OIC.

(3) Develop and manage work center-specific processes for maintaining TAD ENS/2ndLt onboarding, communications, accountability, work task assignments, and expectations.

(4) Maintain awareness of assigned TAD personnel readiness and, as necessary, assist in resolving any identified issues. Maintain awareness of any medical readiness impacts that will keep a TAD ENS/2ndLt on long-term hold and promptly inform the TAD OIC of such status changes.

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

f. OPERS

(1) Manage graduation leave tracking for ENS.

(2) Assist ENS with initial administrative processing and resolution of administrative issues.

(3) Manage the detaching process for ENS with support from the work centers and TAD OIC.

(4) Coordinate with ENS, work centers, and the TAD OIC if modifications to orders are received.

(5) Manage performance reporting for ENS assigned to the USNA for 90 days or less.
(6) Support the designator change request process and other personnel program processes for ENS, when required.

g. MARDET Annapolis

(1) Manage graduation leave for 2ndLts.

(2) Assist 2ndLts with initial administrative processing and resolution of administrative issues.

(3) Manage the detaching process for 2ndLts with support from the work centers and TAD OIC.

(4) Coordinate with 2ndLts, work centers, and the TAD OIC 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 TAD OIC on graduation status for those midshipmen who will graduate but not commission or are forecasted to be delayed graduates.

i. Prospective/Commissioned TAD ENS and 2ndLts

(1) Execute actions and information requests as communicated by the TAD OIC.

(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, OPERS/MARDET, 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.seconav.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. In accordance with reference (h) paragraph (b)(1), the following personnel have a need to know specific data categories (listed below) in possession of the TAD OIC collected in the performance of their duties: Chief of Staff, Service Liaison Community Officers and their assistants, Work Center TAD Coordinators and their assistants, Officer Personnel Officer and his or her assistants, MARDET officers who manage the USMC TAD program, and Midshipman Personnel Office personnel who assist in managing the TAD program. All personnel listed above who have access to these records will be trained on their appropriate use and security by the TAD OIC for the specific purpose of supporting the USNA TAD program.

(1) The data categories collected and maintained by the TAD OIC for the purposes of assigning the graduating class of Midshipmen are: alpha, first and last name, company, gender, selected designator, major, detach or school report date, number of days assigned TAD, assigned work center, follow-on TAD assignment, any other data which impacts their availability to serve as a TAD ENS/2ndLt (e.g., graduate schools, Navy training, commissioning into other branches, etc.).

(2) Knowledge of the data categories listed above is necessary for the timely completion of the TAD slating process prior to and after graduation.

d. 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. Per OPNAVINST 5215.17A, the yard-wide TAD coordinator will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

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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/.