



Washington Headquarters Services

ADMINISTRATIVE INSTRUCTION

NUMBER 107
May 11, 2007

DA&M

SUBJECT: Military Personnel Assignments Process

- References:
- (a) DoD Directive 5105.53, "Director of Administration and Management," November 23, 1998
 - (b) DoD Directive 1315.7, "Military Personnel Assignments," January 12, 2005
 - (c) DoD Instruction 1315.18, "Procedures for Military Personnel Assignments," January 12, 2005

1. ISSUANCE AND PURPOSE

In accordance with the authority provided in Reference (a), this Instruction disseminates policy and supplements References (b) and (c) by establishing procedures for the military personnel assignments program.

2. APPLICABILITY AND SCOPE

2.1. This Instruction applies to:

2.1.1. The Office of the Secretary of Defense (OSD), the DoD Field Activities, and the Defense Agencies for which operational and personnel support is provided by the Washington Headquarters Services (WHS), Directorate for Human Resources (HRD), Military Personnel Division (MILPERS) (hereafter referred to collectively as the "Serviced Components").

2.1.2. Personnel in the grades of E-1 through O-6 ONLY.

2.2. This Instruction does not apply to personnel who are attached (reimbursable or non-reimbursable) to a Serviced Component for a limited period of time with the individual remaining on his or her parent organization's rolls (e.g., interns and details).

3. POLICY

It is OSD policy that all Serviced Components shall:

3.1. Use the Secretary of Defense (SD) Form 37, "Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel," to submit to MILPERS for recruitment actions within their organizations (References (b) and (c)).

3.2. Comply with the procedures set forth in this Instruction for using the SD Form 37 and for requesting assignment and requirement changes.

4. RESPONSIBILITIES

4.1. The Director, Administration and Management, shall provide direction and oversight to the military personnel assignments program in accordance with Reference (b).

4.2. The Director, MILPERS, under the Director, WHS, shall:

4.2.1. Administer the military personnel assignments program.

4.2.2. Serve as the approval/disapproval authority for all military assignment and requirement changes within the Serviced Components.

4.2.3. Provide requesting Components a formal reply to all requests for requirement changes. The reply shall be made either by e-mail or memorandum, and shall include comments and/or recommendations.

4.2.4. Provide the Serviced Components a monthly "Tour Completion Roster" as a management tool to ensure the timeliness of assignments and requirements actions.

4.3. The Serviced Components shall submit requirement change requests to MILPERS according to this Instruction.

5. PROCEDURES

5.1. SD Form 37

5.1.1. Purpose and Use of the SD Form 37

5.1.1.1. The SD Form 37 is used for two purposes: to request replacement and to update duty information. The current edition of the SD Form 37 shall be used. All other versions are obsolete.

5.1.1.2. The requester shall submit the SD Form 37 in the ORIGINAL version ONLY to MILPERS, signed both by the requester (hiring authority) in block 22 and by the activity approval authority in block 23. Block 23 MUST be signed even if block 22 is signed by the approving official at the Deputy Assistant Secretary of Defense, directorate, or division level.

5.1.1.3. MILPERS shall process the SD Form 37 to the respective Service approximately 9-12 months in advance of the incumbent's scheduled rotation date (Reference (c)). Requesters submitting SD Form 37 less than 9 months prior to the rotation date shall outline the justification for the delay in block 20.

5.1.2. Completing the SD Form 37. Most items on the SD Form 37 are self explanatory. Instructions for completing it are on the reverse side.

5.1.2.1. To request replacement, check block 2, "Request Replacement," and complete blocks 7, 8, and 9 with the information from the military staffing plan.

5.1.2.2. To update duty information, complete the applicable blocks identifying the requested changes (e.g., if the requirements of the duty position have changed, a request to change the Military Occupational Specialty, Air Force Specialty Code, or Billet Sequence Code (MOS/AFSC/BSC) must be submitted and block 9 filled out appropriately). Any updates to a billet also require an entry in block 20 identifying the change (e.g., "Duty title change effective 1 Oct 04").

5.1.2.3. For questions concerning block 9, "Occupational Code," contact MILPERS.

5.1.3. By Name Requests (BNR). BNR are not authorized by any Service. However, a BNR may be submitted with the understanding that the applicable Service will consider the request to determine if the BNR is the most qualified and available for the job. For MILPERS to process a BNR, block 20 must have the following information: full name, rank, service number, and current duty assignment. A release memorandum from the member's current commander or assignment branch must also be attached stating the BNR is available and qualified for the assignment.

5.2. Billet Grade Changes

5.2.1. Grade change requests to a billet apply only to OSD, WHS, the Office of Economic Adjustment (OEA), and the Defense Legal Services Agency (DLSA).

5.2.2. Requested changes to the authorized grade of a billet shall be fully justified on the SD Form 37 and accompanied by a memorandum signed by the Under Secretary of Defense (USD), the Assistant Secretary of Defense (ASD), the General Counsel of the Department of Defense, or the Director of the Component requesting the change. The memorandum must outline a definite increase in duties and responsibilities, and show how the change is essential to the mission requirements and how it can no longer be accomplished by the current grade of the position.

5.2.3. Serviced Components other than those in paragraph 5.2.1. (i.e., Components that control their own manpower), shall submit the SD Form 37 with the approved manpower documentation from the Service and a statement in block 20 explaining the change.

5.3. Service Changes

5.3.1. Service change requests to a billet apply only to OSD, WHS, OEA, and DLSA. The monthly staffing plan reflects which billets are Service-specific (indicated by the letter “N”) and which are rotational (indicated by the letter “Y”) in the far right columns.

5.3.2. Enlisted rotational billets are located ONLY in the immediate Office of the Secretary of Defense, the Office of the Deputy Secretary of Defense, and the OSD Office of Protocol.

5.3.3. To change a Service-specific billet, the requester shall first determine if a change can be accomplished within the organization. The request must be accompanied by the following:

5.3.3.1. A memorandum from the USD, the ASD, GC DoD, or the Director of the Component requesting the Service change. The memorandum shall include strict justification as to why the billet needs to change Services. The justification must include mission requirements and CANNOT be based on the current incumbent’s qualifications OR on a potential BNR.

5.3.3.2. An SD Form 37 with the required summary of duties that fits the requested Service.

5.3.4. In the case of a request for “trade-off,” wherein the agency requests to exchange a billet with another rotational billet within that same agency, both billets must be of the same grade.

5.4. SD Form 37 Change Requests from Outside OSD. Defense Agencies and activities that control their Service manpower shall submit changes to MILPERS in the following manner:

5.4.1. Changes to grade, MOS/AFSC/BSC, or Service shall be accompanied by the approved manpower documents in order to be updated in the MILPERS database.

5.4.2. Changes that affect the current incumbent’s duty history (e.g., duty title, MOS/AFSC/BSC) shall be submitted via an original SD Form 37 with attached Service manpower documents. E-mail versions of these changes are acceptable ONLY WHEN they DO NOT affect the duty status of the person currently occupying the billet.

5.5. Extension Requests

5.5.1. Requests for extension of an assignment shall be submitted to MILPERS by memorandum containing the original signature of the USD, the ASD, the GC DoD, or the Director of the requesting Component. The following information must be included on the memorandum: full name, rank, service number, and justification for the extension request.

5.5.2. Service members may submit extension memorandums on their own behalf; however, a separate endorsement from the activity approval authority shall be attached. Although Navy personnel have the capability to request and receive approval of extensions through Navy personnel channels, they shall first submit the request through MILPERS following the procedures in paragraph 5.5.1.

5.6. Returns to Service

5.6.1. A return to service is either “with” or “without” cause. Examples of “with” cause are drinking while intoxicated and security violations. An example of “without” cause is the deletion of a position.

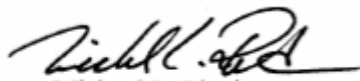
5.6.2. OSD Components contemplating returning a military member to their respective Service shall first contact the First Sergeant, Deputy Director, or Director, MILPERS. They shall then submit a memorandum, “Subject: Return to Service With (or Without) Cause” to MILPERS with the original signature of the USD, the ASD, or the Director of the Component requesting the return. The memorandum must:

5.6.2.1. Include the full name, rank, service number, and date of the request for return to service.

5.6.2.2. Be accompanied by supporting documentation. Documentation for requests “with” cause may be letters of counseling or reprimand, memorandums for record, or other documentation of the cause, signed by the supervisor and incumbent as appropriate. Documentation for requests “without” cause shall be the applicable manpower documents.

6. EFFECTIVE DATE

This Instruction is effective immediately.


Michael L. Rhodes
Deputy Director
Administration and Management