



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

OPNAVINST 1330.2A  
N134  
30 Aug 2010

OPNAV INSTRUCTION 1330.2A

From: Chief of Naval Operations

Subj: NAVY CAREER INTERMISSION PILOT PROGRAM GUIDELINES

Ref: (a) Duncan Hunter National Defense Authorization Act for  
FY09, Section 533 of Public Law 110-417  
(b) BUPERSINST 1430.16F  
(c) 10 U.S.C.  
(d) OPNAVINST 6110.1H  
(e) 37 U.S.C. 5  
(f) Joint Federal Travel Regulations (JFTR), Volume 1  
(g) OPNAVINST 1050.3  
(h) 38 U.S.C. 30

Encl: (1) Expanded Application Criteria for Enlisted and  
Officer Personnel  
(2) Career Intermission Pilot Program (CIPP) Agreement  
(3) Career Intermission Pilot Program (CIPP) Return to  
Active Duty Process  
(4) Career Intermission Pilot Program (CIPP) NAVPERSCOM  
(PERS-93) Return to Active Duty Eligibility Approval  
(5) Career Intermission Pilot Program (CIPP) Transition  
From Active Duty to IRR Process  
(6) Career Intermission Pilot Program (CIPP) Member  
Return to Active Duty Notification

1. Purpose. The Navy Career Intermission Pilot Program (CIPP) provides a one-time temporary transition from active duty to the Individual Ready Reserve (IRR) for Service members to pursue personal or professional growth outside the service while providing a mechanism for their seamless return to active duty. The long term intent of this program is to retain the valuable experience and training service members possess that might otherwise be lost by permanent separation. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1330.2.

3. Background. Reference (a) authorizes the armed forces in the Department of Defense (DoD) to establish a pilot program under which officer and enlisted members may be temporarily released from active duty with a corresponding appointment or enlistment in the IRR for periods of up to 3 years. Under this program, Service members will retain certain active duty benefits and shall return to active duty at the end of the inactive duty period.

4. Scope. This program provides temporary authority to:

a. Allow 80 active duty officers and 80 active duty enlisted personnel (20 per year for 4 years) to transition from the active component (AC) into the IRR for a period not to exceed 3 years while retaining the health care benefits of an active duty member for themselves and their dependents. All program participants are obligated to return to active duty at the end of their period of participation.

b. Participants in the program (IRR status) shall count towards AC end-strength.

c. Allow the Navy to adjust the date of rank of an officer who is placed back on active duty to a later date after serving continuously in the IRR. Allow the Navy to adjust the time-in-rate (TIR) and effective date of paygrade for an enlisted member who is placed back on active duty after serving in the IRR using the adjustment method pertaining to TIR date for Navy Veterans with a break in service located in chapter 2 of reference (b).

d. Exempt participating members from promotion consideration while in the IRR.

e. Provide military medical and dental care per reference (c), chapter 55, section 1074, as authorized by reference (a).

f. CIPP authority begins in 2009 and expires in 2015.

5. Policy

a. Selection of Participants

(1) Under this program, up to 20 officers and 20 enlisted members currently serving on active duty (other than

for training or special work) may be selected each year to participate in the program in 2009, 2010, 2011, and 2012. This program is open to all communities during the pilot period; however, special consideration will be given to those communities experiencing retention challenges.

(a) Annual quotas will be filled through a rolling application process, whereby members will submit a complete application package for review to the Office of the Chief of Naval Operations (OPNAV), CIPP Program Manager (N134); approval by their detailee, Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4), and or Bureau of Naval Personnel (BUPERS) Community Manager (BUPERS-3); and final selection by NAVPERSCOM. Final disapproval authority resides with the Chief of Naval Personnel (CHNAVPERS).

(b) Eligibility criteria for CIPP participation is determined by CHNAVPERS based on recommendations from BUPERS (BUPERS-3) for desired skill area, pay grade, length of service, tour of duty and demonstrated success within the community or rating. Further selection criteria and program implementation is available in enclosure (1).

(c) Members shall apply for CIPP during their normal orders negotiation period, approximately 6 to 9 months in advance of planned rotation date (PRD). Those approved will begin program participation at the end of their current PRD in order to facilitate a qualified relief unless extenuating circumstances allow for earlier rotation.

(d) Unless a unique circumstance exists, applicants will not be approved to commence the CIPP during an operational tour.

(2) Members pending investigation, non-judicial punishment, court-martial or civilian criminal charges or proceedings, are not eligible to apply for the CIPP. Members may have no record of disciplinary action (civil arrest, non-judicial punishment or courts-martial) for 2 years prior to requesting participation in the program.

(3) The following members are ineligible for participation:

(a) Full time support officers and enlisted members as per reference (a).

(b) Members who have not completed their first active duty fleet utilization tour.

(c) Enlisted members who cannot complete their obligation due to high year tenure (HYT) limitations. Following their participation in the program, Service members must be able to return to active duty and complete their obligation of 2 months for every 1 month in the program before their HYT mark.

(d) Officers in a failure of selection promotion status.

(e) Members who do not currently meet physical readiness standards per reference (d).

(f) Members who are in receipt of and executing permanent change of station (PCS) orders. Those in receipt of but not yet executing PCS orders will be approved on a case-by-case basis.

(g) Members who are currently receiving a critical skills retention bonus (CSRB) or are fulfilling an obligated service (OBLISERV) requirement based on the acceptance of a CSRB. The member may apply to participate in the program in the last year of the associated OBLISERV provided the member will not begin the program until after the completion of the OBLISERV. Those members ineligible to participate under this section are currently in receipt of one of the following: enlisted supervisor retention pay, intelligence CSRB, explosive ordnance disposal CSRB, Civil Engineer Corps (CEC) CSRB, surface warfare junior officer CSRB, surface warfare officer CSRB or senior surface warfare CSRB.

(4) Reinstatements of CSRB. If a member is entitled, but has not received payments under the service agreement prior to program participation, the payment will be deferred until the member returns to active duty status. For example, a surface warfare officer who has been approved for, but has not received the junior officer CSRB, in part or in full, may apply and be accepted for CIPP participation. The member will then become eligible for the junior officer CSRB upon return to active duty.

(5) Members may apply if they are currently receiving a selective reenlistment bonus (SRB). SRB payments will temporarily stop during the period of program participation and will resume upon return to active duty.

(6) Participation in the program may not exceed 3 years from the date of release from active duty. Service members will indicate the length of time desired to participate in the program at the time of application. Requests to return to active duty early or extend the original agreed upon period, not to exceed 3 years of total participation, will be considered on a case-by-case basis and may require the member to sign a new CIPP agreement and IRR enlistment contract if necessary. Requests will be routed through the member's appropriate chain of command and submitted to the member's respective community manager for adjudication.

b. OBLISERV. Before being released from active duty, each program participant will enter into an agreement with the Secretary of the Navy (SECNAV) or designee under which the participant agrees to serve on active duty for a period of not less than 2 months for every month of program participation following the member's return to active duty. All applicants must have time to complete the associated OBLISERV prior to retirement eligibility. Members will sign an agreement (per enclosure (2)) with SECNAV's designee prior to being released from active duty. If necessary, the member may be required to sign a new IRR enlistment contract to cover the period of program participation.

c. Application Package Contents. Applications will be submitted in letter format to OPNAV (N134) via the applicant's commanding officer (CO) and will include the applicant's last two fitness reports or evaluations in addition to the following:

- (1) Date, place of birth, designator and or rating.
- (2) Contact information (full name, e-mail address, phone number, and mailing address).
- (3) For officers, source of commissioning and date of rank.

(4) Current PRD and end date on any existing OBLISERV.

(5) Achievement date of warfare and or other significant qualifications to include Navy enlisted classification codes.

(6) Length of program participation requested, not to exceed 3 years, and desired program start date, if other than PRD.

(7) In a separate personal statement, additional information the applicant feels should be brought to the attention of the selection board for consideration to include the purpose for which the applicant intends to use the CIPP. Requests to waive any of the eligibility requirements specified in this instruction should be thoroughly substantiated, to include early start date, if other than PRD.

(8) The member's CO shall submit an endorsement which should discuss the motivation and potential of the applicant within the applicant's community and provide a specific recommendation concerning the request.

d. Provisions of IRR Status

(1) IRR Status. Upon release from active duty, program participants will be reappointed or gained in the IRR. All program participants will return to active duty at the end of their period of participation in the program.

(2) IRR Exceptions. Time spent in the IRR will not count towards:

(a) Eligibility for retirement, Retired Reserve or transfer to the Fleet Reserve under reference (c), chapter 571 or chapter 1223.

(b) Computation of retired or retainer pay under reference (c), chapter 71 or chapter 1223.

(c) Computation of total years of commissioned service under reference (c), section 14706(a).

(d) HYT.

(3) Accountability Reporting. IRR status does not require a specified number of inactive duty training periods or days of annual training per year. However, members in the CIPP will be required to report monthly to NAVPERSCOM, CIPP Manager (PERS-93), to whom they have been assigned via physical muster or electronic mail or electronic message. This report is designed to verify the member's contact information, health, and wellness. Members who fail to comply with the monthly muster requirement will be subject to termination from the program and immediate return to active duty as authorized by reference (a).

(4) Fitness Reports and Evaluations. Members will receive a one-time "Not-Observed" (NOB) fitness report or evaluation from the NAVPERSCOM, Reserve Personnel Management Department (PERS-9) to cover the period of participation in the CIPP which will include the following: "Member has participated in the CHNAVPERS directed CIPP from the following dates: (dates)."

(5) Mobilization. Members are exempt from IRR operational mobilization during participation in the program. Should the member violate any portion of the terms and conditions of the program as outlined in this instruction, or the agreement (per enclosure (2)), CHNAVPERS has the right to recall the member to active duty per reference (a).

(6) Medical and Dental Benefits. Members in an IRR status under the CIPP, and their dependents, are entitled to the same medical and dental care under reference (c), chapter 55, as is provided to members of the armed forces and their dependents at military treatment facilities, and to the same coverage under the TRICARE program as is provided to members of the armed forces on active duty for a period of more than 30 days and the dependents of such members.

(7) Pay and Allowances

(a) Monthly Pay. Each month during participation in the program, members will be paid two times 1/30<sup>th</sup> of the monthly basic pay to which the participant would be otherwise entitled based on grade and years of service at the time of transfer into the IRR. First stipend payment will occur 30 days after IRR transition.

(b) Special or Incentive Pays. While in an IRR status as a participant in the CIPP, a member may not receive any special or incentive pay or bonus under reference (e) to which a member would otherwise be entitled for such period. When the member returns to active duty after the period of participation, members will be entitled to reinstatement of basic pay and all special and incentive pays which they were entitled to and receiving before being released from active duty to participate in the pilot program and for which the member is qualified at the time of return to active duty per reference (a).

(8) Travel and Transportation. Participants are authorized travel and transportation allowances under reference (f) for travel performed to the location within the United States designated by the member as the member's residence during the period of program participation, as well as for the member's travel from the member's residence to the member's duty station upon return to active duty at the end of the member's participation in the program. An allowance will be paid under this section for travel to and from one residence only. The member is responsible for any travel costs incurred during any physical muster or administrative processing when returning to active duty at the end of program participation. Currently, there is no physical muster required by the Navy's CIPP.

(9) Leave. Members are required per reference (g) to either use their remaining leave balance, sell back a portion of their leave balance (if eligible), or lose leave prior to entering into an IRR status. If the member chooses to sell back a portion of the member's remaining leave balance, the payment will count against the one time buyback of up to 60 days leave.

(10) Education benefits. Participants are not eligible for tuition assistance benefits while in an IRR status. Time in the IRR does not count toward Webb GI Bill benefits. Montgomery GI Bill and Webb GI Bill benefits may be used per reference (h).

(11) Licensed and Certified Professionals. While in an IRR status under the CIPP, the Navy will not compensate members for licensing, continuing education credit, liability, or malpractice insurance. On return to active duty, the member must provide current credential materials.



(12) Uniform Code of Military Justice (UCMJ). Members in an IRR status are not normally subject to the UCMJ, but participants in the CIPP must report any civil actions or criminal arrests and or convictions immediately to NAVPERSCOM (PERS-93).

e. Return to Active Duty

(1) Notification. Pilot program participants must submit a notice of intent to their detailer, NAVPERSCOM (PERS-93), NAVPERSCOM Records/Data Maintenance Quality Division (PERS-33), and BUPERS (BUPERS-3) at least 9 months before the scheduled end of their period of inactive duty. This notification will be via formal letter and act as the initiation of the appointment process ensuring the greatest opportunity for billet assignment and smooth return to active duty service. The member will also notify NAVPERSCOM (PERS-93) and NAVPERSCOM (PERS-33) at least 90 days before the end of the pilot program and appointment or reenlistment to active duty in order to prepare the active duty pending gain record, reenlistment transaction, and adjustments to service dates and TIR or grade. If the member's current rating was disestablished or merged with another rating prior to the member's return to active duty, the member will be afforded every opportunity to convert to a rating for which the member qualifies and the Navy has a need.

(2) Participants Ineligible for Active Duty Service. At the end of program participation, the member shall return to active duty as ordered. The member must meet all physical readiness conditions and security qualifications for return to active duty service. If the member, for any reason, does not return or meet physical readiness and security qualifications, the member is subject to default of the terms of OBLISERV associated with CIPP and the signed agreement with SECNAV's designee per enclosure (2). As such, the Department of the Navy (DON) is authorized to recoup from the member the value of benefits authorized while the member was in an IRR status to include health care, monthly stipend, and associated PCS costs. The value of these benefits will be determined by the DoD Actuary and Office of the Secretary of Defense Comptroller. After being returned to active duty, the member will be subject to an administrative separation board whereby the member may be

subject to separation from the Navy under "other than honorable" conditions for violation of the agreement agreed upon at enclosure (2).

(3) Appointment and Reenlistment. Upon return to active duty, officers will be appointed in the regular component from which they left active duty. Enlisted members will be reenlisted in the regular component in which they were serving at the time of their release from active duty to participate in the program. Member will report to the closest Navy Operational Support Center or Navy Recruiting District to execute the reenlistment contract.

(4) Promotion Eligibility. All members of the CIPP are ineligible for consideration for promotion under reference (c), chapter 36 or chapter 1405, from the date of release from active duty through the period of participation in the program, until return to active duty. Upon return to active duty, the member will be appointed or reenlisted in the same grade and time-in-grade last held on active duty. In the event the member has already been selected for promotion, promotion will be deferred until after the member has returned to active duty following program participation.

(a) Officers. Upon return to active duty, an officer's date of rank will be adjusted to a later date under regulations prescribed by SECNAV.

(b) Enlisted Advancement and Retention. Upon return to active duty, an enlisted member becomes eligible by reason of time in grade and such other requirements for promotion to include active duty service date recalculation. The member's time in the IRR as part of the pilot program does not count towards HYT or time in grade.

(5) Pay and Allowances. The effective date of pay and allowances will be the date the member returns to active duty.

## 6. Responsibilities

a. OPNAV (N134). Will ensure the requirements of this instruction are met by all those concerned and will serve as the primary point of contact for questions by all parties regarding this instruction and execution of the program to include any

reports to the Secretary of Defense and Congress as required by reference (a). The program manager will also review this instruction annually during the duration of the pilot program for any necessary modifications or revisions.

b. BUPERS (BUPERS-3). Officer and enlisted community managers shall periodically review the instruction in general and provide specific inputs to enclosure (1), as well as review and make recommendations on application packages and any actions as required by enclosure (3).

c. NAVPERSCOM (PERS-33). Prepares records as necessary for separation and strength gain transaction, reenlistment transactions, and adjustments to service dates and TIR.

d. NAVPERSCOM (PERS-4). Maintains oversight of each program participant, to include as a minimum documentation and maintenance of members permanent file regarding participation in the program and re-affiliation into the AC upon completion. Individual detailers are vital in the approval process, the maintenance of communication during the intermission, and, finally, with the program member's smooth return to active duty.

e. NAVPERSCOM, Career Progression Department (PERS-8). Forwards officer reappointment (scroll) requests for approval by SECNAV and the Senate.

f. NAVPERSCOM (PERS-9). Will be administratively responsible for the member for the duration of the pilot program to include:

(1) Tracking of monthly physical or electronic muster of member's location.

(2) Tracking of security clearance and notifying members of expiration of security clearance within program period.

(3) Completion of a NOB fitness report or evaluation at the conclusion of the member's participation in the program.

(4) Issue separation orders.

(5) Ensure selected member is scrolled to the IRR.

(6) Completion of enclosure (4) in advance of member's return to active duty.

g. Personnel Support Activity Detachments (PERSUPPDETs). The detaching PERSUPPDET will ensure the member's pay account is staged to meet the pay requirements of this program per reference (a) and enclosure (5) and that the member receives a DD 2765 Department of Defense/Uniformed Services Identification Privilege Card for access to active duty TRICARE benefits and base privileges to cover the member's participation in the program.

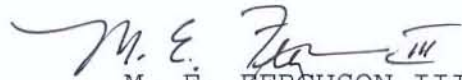
h. Member. During participation in the pilot program, the member is responsible for:

- (1) Maintaining all security clearances.
- (2) Maintaining physical fitness requirements as set forth in reference (d).
- (3) Maintaining professional certifications.
- (4) Adhering to all DON code of conduct policies.
- (5) Performing monthly musters, physical or electronic, to NAVPERSCOM (PERS-93) and notifying of any address change, changes in medical or marital status in order to make necessary Defense Eligibility Enrollment Reporting System or TRICARE changes, and any civil actions or criminal arrests and or convictions.
- (6) Notification to their detailer of intention to return to active duty via enclosure (6).
- (7) Providing a copy of their DD 214 Certificate of Release or Discharge from Active Duty to the NAVPERSCOM (PERS-9) CIPP program manager to ensure enrollment in the Defense Eligibility Enrollment Reporting System (DEERS) for TRICARE benefits and monthly stipend pay.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.

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8. Reports Control. The reporting requirement contained within this instruction is exempt from reports control per SECNAV Manual 5214.1 of December 2005.



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**EXPANDED APPLICATION CRITERIA FOR ENLISTED AND OFFICER PERSONNEL**

1. Purpose. In addition to the application criteria set forth in this instruction, the following specific community criteria are provided for program applicants:

a. Enlisted Personnel. The following personnel are considered ineligible for program participation:

(1) Enlisted personnel who have not completed their first term of service. Enlisted personnel can apply for the program during their first term; however, they cannot commence the program until their first term is complete.

(2) Enlisted personnel not recommended for advancement or retention.

(3) Enlisted personnel in a training pipeline.

(4) Enlisted members in paygrade E7 with over 15 years of active service and all members in paygrades E8 and E9.

(5) HYT restrictions:

(a) Enlisted members in paygrade E5 must not have more than 8 years of active duty service to take a maximum 3-year intermission.

(b) Enlisted members in paygrade E6 must not have more than 14 years of active duty service to take a maximum 3-year intermission.

(6) Nuclear enlisted restrictions:

(a) Nuclear enlisted personnel must have completed their first enlistment.

(b) Nuclear enlisted personnel must be instructor screened.

(c) The length of the career intermission should be consistent with maintaining nuclear eligibility for 3 years.

Waivers must be reviewed by OPNAV, Nuclear Propulsion Program Management Branch (N133), and approved by Naval Sea Systems Command Naval Reactors (NAVSEA-08).

(d) Nuclear enlisted personnel must not have previously participated in CIPP or have broken service. Broken service does not refer to enlisted members who were discharged to be commissioned as an officer.

b. Aviation Officers (Designators 1310 and 1320)

(1) Program applicants currently under contract and receiving aviation career continuation pay (ACCP) installments must be within 12 months of completing their active duty service obligation (ADSO) from winging or any OBLISERV as a result of an ACCP contract agreement. Those with greater than 12 months of ADSO or ACCP obligation remaining are not eligible to apply.

(2) Program applicants may apply for the aviation department head retention bonus with a request to delay initial payment and all subsequent anniversary payments until career intermission is complete. ACCP and career intermission OBLISERV will not be served concurrently upon return to active duty.

(3) Selected officers will not be allowed to begin the program until completion of ADSO, expiration of ACCP contract, or PRD, whichever is later. Those officers electing to delay receipt of their initial installment until after the completion of career intermission are not considered to have incurred a bonus-related obligation prior to commencing career intermission. For those officers, bonus OBLISERV will commence upon return from career intermission.

c. Chaplain Corps Officers (Designator 4100). Program applicants are limited to officers in grades O3-O5.

d. CEC Officers (Designator 5100). Program applicants are limited to those CEC officers who are warfare qualified, have an acquisition level commensurate with their paygrade, have achieved professional registration (engineer in training, professional engineer, or registered architect), and have completed an individual augmentee assignment or naval construction force global war on terrorism deployment.

e. Dental Corps Officers (Designator 2200). Program applicants are limited to officers in grades O3-O5. Program applicants must be able to complete the associated OBLISERV prior to voluntary retirement.

f. Human Resources Officers (Designator 1200). Program applicants must have completed one Human Resources tour.

g. Intelligence Officers (Designator 1630). Program applicants are limited to officers in grades O1-O4 who are qualified naval intelligence professionals (Basic Professional Qualification Program or exemption) and have completed an operational tour as an intelligence officer.

h. Judge Advocate General's Corps Officers (Designator 2500). Program applicants are limited to officers in grades O3-O5. Applicants who are selected for program participation must apply for their first career status bonus prior to transition from active duty to the IRR.

i. Supply Corps Officers (Designator 3100). Program applicants must be warfare qualified and have completed a second operational tour milestone.

j. Surface Warfare Officers (Designator 1110)

(1) Program applicants must be warfare qualified and have screened for the next career milestone or have opportunities for screening remaining.

(2) Program applicants must have completed a least 36 months of sea duty during their first or second division officer tours.

(3) Applicants who are selected must sign a surface warfare officer continuation pay agreement on return to active duty at the end of program participation. If currently in a department head tour, the member must sign a surface warfare officer CSRB contract on return to active duty at the end of program participation.



k. Submarine, Nuclear-Trained Engineering Duty, and Nuclear-Trained Surface Warfare Officers SWO(N) (Designators 1120, 1440 and 1110). (SWO(N) eligibility is governed by both this paragraph and subparagraph 1j above.)

(1) Program applicants must be within 12 months of completing their minimum service requirement (MSR) to apply. Selected officers will not be allowed to begin the CIPP until completion of their MSR.

(2) Program applicants must be warfare qualified and have screened for the next career milestone or have opportunities for screening remaining. Eligible milestones for SWO(N)s require the member to remain due course for command afloat and reactor officer. If a member has remaining looks at a screening board, they may participate as long as they are not past their final look and placed "Not Cleared" or descreened for the next milestone.

(3) The length of the career intermission should be consistent with maintaining each community's nuclear eligibility; therefore the maximum career intermission allowed is 3 years.

(4) Program applicants must not have previously participated in career intermission or have broken service. Broken service does not refer to enlisted members who were discharged to be commissioned as an officer.

2. Application eligibility questions not addressed in this enclosure may be referred to the member's community manager or the OPNAV (N134).

OPNAVINST 1330.2A  
30 Aug 2010

**CAREER INTERMISSION PILOT PROGRAM (CIPP) AGREEMENT**

From: Name, Designator and or Rating  
To: Chief of Naval Operations (N134)  
Via: Commanding Officer, Command Name

Subj: REQUEST TO PARTICIPATE IN THE CAREER INTERMISSION PILOT  
PROGRAM

Ref: (a) OPNAVINST 1330.2A  
(b) Duncan Hunter National Defense Authorization Act for  
FY-09, Section 533 of Public Law 110-417

1. Based upon acceptance to the Career Intermission Pilot Program, I consent to accept an appointment or enlistment, as applicable, to serve in the Individual Ready Reserve during the period of inactivation from active duty.

2. I consent to all inactive duty training requirements per reference (a) to include monthly reporting via physical muster or electronic message to the Navy Personnel Command, Career Intermission Pilot Program Manager (PERS-93), and on receipt of orders to return to active duty service, to meet all physical readiness conditions and security qualifications required.

3. I consent to serve on active duty through the completion of 2 months of active duty for every 1 month of program participation in addition to any obligation I currently owe. I agree to sign a Reserve oath or an IRR enlistment contract to cover the period of CIPP participation if necessary.

4. I have read and understand the provisions in reference (a), including all provisions relating to the termination of program participation and recall to active duty for violation of any requirements stated therein. I also understand that any failure by me to meet the requirements of this program, including completion of the active duty obligation I accept in this agreement, may result in my being processed for an administrative separation. Such a separation may result in a characterization of service as "other than honorable." In addition, if I voluntarily fail to meet the requirements of this program, I may be required to refund to the United States an amount that represents the value of pay and allowances, health

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care, and permanent change of station costs provided to me and my dependents under reference (b), subsections 553(h) and 553(j), during my participation in the program.

5. I intend to begin program participation on the following date pending approval by my commanding officer: \_\_\_\_\_.

6. I agree to return to active duty at the completion of program participation on the following date: \_\_\_\_\_.

Signature of Applicant  
Typed Rank and Name, USN

**CAREER INTERMISSION PILOT PROGRAM (CIPP)  
RETURN TO ACTIVE DUTY PROCESS**

1. Twelve to nine months prior to scheduled return to active duty:
  - a. Member forwards letter of intent to detailer, NAVPERSCOM (PERS-93) and BUPERS (BUPERS-3).
  - b. Member and detailer begin negotiation for orders.
2. Nine to six months prior to scheduled return to active duty:
  - a. NAVPERSCOM (PERS-93) provides e-mail to NAVPERSCOM (PERS-4) detailer verifying that the member has complied with the requirements of the program while in the IRR.
  - b. NAVPERSCOM (PERS-4) detailer forwards documents to NAVPERSCOM (PERS-8) needed for the officer scroll to include member's letter of intent and NAVPERSCOM (PERS-93) e-mail.
  - c. NAVPERSCOM (PERS-8) forwards officer scroll request for approval by SECNAV and the Senate.
3. Within the 6-month window of return:
  - a. NAVPERSCOM (PERS-8) receives approved officer scroll.
  - b. NAVPERSCOM (PERS-4) detailer ensures member is added to EAIS or OAIS.
  - c. NAVPERSCOM (PERS-4) detailer proposes orders and orders are released.
  - d. NAVPERSCOM (PERS-8) adjusts officer's date of rank, precedence number, and other data as required.

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**CAREER INTERMISSION PILOT PROGRAM (CIPP)**  
**NAVPERSCOM (PERS-93) RETURN TO ACTIVE DUTY ELIGIBILITY APPROVAL**

From: Navy Personnel Command (PERS-93)  
To: Navy Personnel Command (PERS-4) Detailer  
Bureau of Naval Personnel (BUPERS-3)

Subj: PARTICIPATION IN CAREER INTERMISSION PILOT PROGRAM (CIPP)  
ICO NAME, DESIGNATOR AND OR RATING

Ref: (a) OPNAVINST 1330.2A

1. During participation in CIPP, \_\_\_\_\_ fulfilled all requirements of reference (a) and will be eligible to return for active duty service.
2. (Contact information)

Enclosure (4)

**CAREER INTERMISSION PILOT PROGRAM (CIPP)  
TRANSITION FROM ACTIVE DUTY TO IRR PROCESS**

1. Enlisted Participants. No later than 60 days in advance of scheduled program start date:

a. Member submits an NAVPERS 1306/7 Enlisted Personnel Action Request to request an early release from their current active duty enlistment contract.

b. NAVPERSCOM (PERS-4) detailer ensures member is added to the Enlisted Assignment Information System (EAIS).

c. NAVPERSCOM (PERS-8) will generate favorable separation orders to member's command for processing at the PERSUPPDET.

2. Officer Participants. Nine to six months prior to scheduled program start date:

a. Member will submit a resignation request to include the member's participation in the CIPP and desire to affiliate in the IRR to their NAVPERSCOM (PERS-4) detailer.

b. NAVPERSCOM (PERS-4) detailer forwards documents to NAVPERSCOM (PERS-8) needed for the officer scroll to include member's letter of intent.

c. NAVPERSCOM (PERS-8) forwards officer scroll request for approval by SECNAV and the Senate.

d. NAVPERSCOM (PERS-8) receives approved officer scroll.

e. NAVPERSCOM (PERS-4) detailer ensures member is added to the Officer Assignment Information System (OAIS).

f. NAVPERSCOM (PERS-4) detailer releases orders.

3. For All Participants Following Receipt of Separation Orders:

a. Detaching PERSUPPDET will ensure the member's DD 214 receives an intradepartmental transfer separation program designator code of "FGQ" for officers and "MGQ" for enlisted members, with associated narrative direction to the Defense Finance and Accounting Service (DFAS), "Service member is

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participating in a SECNAV designated pilot program which does not require recoupment of bonus money or special incentive pays upon separation." Participants will also receive a DD 2765 in lieu of an active duty common access card for access to active duty TRICARE benefits and base privileges to cover the member's participation in the program.

b. Member will provide NAVPERSCOM (PERS-93) and OPNAV (N134) appropriate contact information to make necessary inputs to the DEERS, TRICARE, and DFAS systems and for performing monthly musters for duration of program participation.

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**CAREER INTERMISSION PILOT PROGRAM (CIPP)  
MEMBER RETURN TO ACTIVE DUTY NOTIFICATION**

From: Name, Designator and or Rating  
To: Navy Personnel Command (PERS-4) Detailer  
Navy Personnel Command (PERS-93)  
Bureau of Naval Personnel (BUPERS-3)  
Via: Commanding Officer, Command Name

Subj: NOTICE OF INTENT TO RETURN TO ACTIVE DUTY FOLLOWING  
PARTICIPATION IN THE CAREER INTERMISSION PILOT PROGRAM

Ref: (a) OPNAVINST 1330.2A

Encl: (1) Credential Materials (required for licensed and  
certified professionals)

1. Per reference (a), my participation in the CIPP will end MMM  
YYYY, at which time I will return to active duty.
2. During my participation in the CIPP, I have fulfilled all  
requirements of reference (a) and will be eligible to return for  
active duty service.
3. (Contact information)

Enclosure (6)