

MILPERSMAN 1301-217

OFFICER SPECIAL ASSIGNMENTS - NORTH ATLANTIC TREATY ORGANIZATION (NATO) BILLETS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN	882-4878
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1. **Policy.** Officers assigned to North Atlantic Treaty Organization (NATO) billets must have a completed Single Scope Background Investigation (SSBI) **within 5 years** of assignment and must maintain a 5-year periodicity during the course of their assignment.

a. This requirement is designed to provide U.S. officers access to NATO COSMIC Top Secret, which is required for all NATO officers.

b. Since security clearance investigations and adjudications take from 6 to 8 months to complete,

(1) placement officers will post all NATO billets 12 months prior to incumbent's projected rotation date (PRD) and include appropriate security clearance requirements.

(2) assignment officers should identify officers to fill NATO postings 8 to 10 months prior to incumbents' PRD.

(3) any officer identified less than 8 months before the incumbent's PRD must meet the NATO security clearance requirements.

c. If the officer requires an SSBI, PTEXT P71019 will be entered into the orders requesting that the SSBI be initiated to fulfill the requirement that an investigation must have been completed within the past 5 years for any NATO assignment.

d. For NATO assignments, which do not require an SSBI, the message that Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) sends instructing the transferring command to initiate a current investigation is sufficient instruction and eliminates any need to include instructions in orders regarding the investigation.

2. Procedures for NATO Billets

a. Officers ordered to NATO billets require special processing to fulfill security clearance requirements and to determine passport needs.

b. NAVPERSCOM (PERS-4832) is responsible for **certifying** clearances for officers assigned to NATO billets.

c. Prior to issuance of orders to such billets and if a security clearance is necessary, the cognizant placement officer will inform NAVPERSCOM (PERS-4832) by memorandum of the following information:

(1) Full name, rank, last 4-SSN, designator, date and place of birth.

(2) Command for which considered.

(3) Billet title or description.

(4) Estimated date of arrival (EDA) and tour date.

(5) Type of security clearance required or investigation status.

d. NAVPERSCOM (PERS-4832) will indicate the officer's security eligibility by return memorandum.

e. Any change in the information submitted to NAVPERSCOM (PERS-4832) by memorandum must be corrected by memorandum to prevent the security clearance being **certified** in error.

f. Placement officers should include NAVPERSCOM (PERS-4832) as an internal copy to addressee.