MILPERSMAN 1306-116

PRESCRIBED SEA TOUR (PST)/NORMAL SHORE TOUR (NST)

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4187 (901) 874-4187 882-2693
	NAVPERSCOM (PERS-40MM)	Phone:	DSN COM FAX	882-4965 (901) 874-4965 882-2647

Exhibit	1. Sample SDCD Correction Letter

1. **Prescribed Sea Tour (PST)**. Sea tours are prescribed for communities as reflected in the current sea/shore rotation NAVADMIN message. Normally, the sea tour shall not exceed 5 years or be less than 3 years in duration.

a. Once members commence a sea tour, they are expected to complete the PST for the rate/rating held (or selectee rate/ rating held) at time of the initial assignment to sea duty regardless of subsequent advancement (i.e., an IT3 ordered to sea duty will complete a 45-month PST, even though subsequently advanced to IT2 and reassigned to a new duty station during that sea tour).

b. Sea tours listed in latest effective NAVADMIN are subject to revision as manning considerations allow.

c. See MILPERSMAN 1306-104 for projected rotation date (PRD) changes when sea/shore rotation changes for an entire community.

d. PST for first-term personnel will be established per MILPERSMAN 1306-126.

e. Rotation for female personnel is outlined in MILPERSMAN 1306-114.

2. **Sea Duty Commencement Date (SDCD)**. A tour of sea duty starts when an individual reports to a permanent duty station (PDS) classified as sea duty (type duty code 2, 3, or 4).

a. Once the sea tour has started, the SDCD will be adjusted forward for periods of 30 days or more served in the following types of duty:

(1) Unauthorized Absence (UA).

(2) Duty Under Instruction (DUINS).

(3) Temporary Duty/Temporary Additional Duty (TEMDU/TEMADD).

(4) Limited Duty (LIMDU).

(5) Humanitarian Assignment (HUMS).

(6) Separation from active Naval Service for a period of up to 3 months.

(7) Pregnancy Tour.

(8) Special Programs.

b. The adjustment period is computed **from** the day member departs from a sea duty command **to** the day member reports back to a sea duty command. Only full 30-day periods will be counted. For example:

DETACH DATE	REPORT DATE	TOTAL TIME SPENT	ORIGINAL SDCD	NEW SDCD
11 NOV 01	08 FEB 02	2 months, 28 days	OCT 99	(+) 2 months = DEC 99
25 FEB 02	28 MAR 02	1 month, 3 days	JAN 02	(+) 1 month = FEB 02
05 APR 99	17 SEP 00	1 year, 5 months, 13 days	DEC 97	(+) 17 months = MAY 99

c. Sea tours will be terminated upon a member's transfer to a PDS classified as shore duty (type 1 or 6), to TEMDU or TEMADD 18 months or longer, or separation from active Naval Service for more than 3 months.

d. Historically, members reverting to enlisted status from warrant or limited duty officer (LDO) have been immediately assigned to sea duty to start the PST for their rating.

(1) Since new warrant or LDOs are initially assigned to sea duty, this will result in a double sea tour in some cases.

(2) Members reverting to enlisted status will receive consideration for sea duty served as an officer.

e. The SDCD must be recorded on NAVPERS 1070/605 (7-06), History of Assignments, in the service record. In block 2 of NAVPERS 1070/605 record SDCD (**e.g.**, **USS NEVERSAIL (DD-101) NORVA SDCD: 99NOV**).

f. **To correct SDCD**, forward requests by E-Mail (preferred), letter, or facsimile (fax) to Navy Personnel Command (NAVPERSCOM), Distribution Management and Procedures Branch (PERS-451) using the sample format in Exhibit 1 (not required for E-Mail). For a small number of corrections, provide the same information for the member(s) shown in Exhibit 1 in the body of the E-Mail. For larger numbers of corrections, use a table or spreadsheet and attach to the E-Mail.

(1) A point of contact with E-Mail address and phone number is required on all requests.

(2) Copies of NAVPERS 1070/605 are not required, nor desired, unless specifically requested by NAVPERSCOM (PERS-451).

(3) E-Mail requests to pers451@navy.mil.
Mail/fax to:

Navy Personnel Command (PERS-451)
5720 Integrity Drive
Millington, TN 38055

Fax: (DSN) 882-2693, or
(COM) (901) 874-2693

3. **Normal Shore Tour (NST)**. NSTs are prescribed for each rate and some Navy Enlisted Classifications (NECs) as reflected in the latest effective NAVADMIN.

a. The tour length is directly affected by the ratio of sea billets to shore billets.

b. In order to provide stability and an opportunity for a reasonable period of time ashore with family and friends, a minimum normal continental United States (CONUS) shore tour of 24 months is established.

c. For first-term personnel, see MILPERSMAN 1306-126.

4. **Shore Duty Commencement Date (SHDCD)**. Tours of shore duty commence when members first report for duty at an activity designated type 1 or 6 duty, and terminate when members complete the NST for their rating, or voluntarily return to sea duty prior to completion of NST.

a. If last PDS was classified **sea duty** (type 2, 3, or 4 duty), SHDCD will be established as month and year reported.

b. If last PDS was classified **shore duty** (type 1 or 6 duty), SHDCD should already be recorded in service record and no further entry need be made. **If SHDCD is not recorded, request determination from NAVPERSCOM (PERS-451)**.

c. Shore duty commencement dates will be automatically updated when the member is diaried on board; however, commands should enter newly established SHDCDs on NAVPERS 1070/605 in the enlisted service record upon the member's reporting aboard. The date should be verified once reflected in the Enlisted Distribution and Verification Report (EDVR).

d. SHDCD will be reviewed when service record is verified.

(1) In the event SHDCD cannot be determined, or it appears to be erroneous, request determination from NAVPERSCOM (PERS-451).

(2) When SHDCD is reflected in the EDVR, make entry on NAVPERS 1070/605 in the Enlisted Service Record, citing EDVR as authority. No diary entry required.

5. **Shore Duty Curtailment**. Personnel serving on a NST who desire to return to sea duty may submit NAVPERS 1306/7 (1/03), Enlisted Personnel Action Request to NAVPERSCOM via their commanding officer (CO) for shore tour curtailment.

a. Favorable consideration will be given such requests provided

(1) member is not serving in a critical billet, (i.e., MAGG, Joint Command, Company Commander, etc);

(2) member is serving on type duty classified as sea/shore code 1 or 6;

(3) non-career member agrees to obligate for at least 24 months from date of reporting on board new command;

(4) member will have completed at least 24 months onboard at transfer; and

(5) such transfer is in the best interest of the Navy.

b. Requirement of remaining on board current shore duty for 2 years will be waived on a case-by-case basis. Factors that will affect a waiver of the 2-year onboard requirement are

(1) projected manning at present duty station.

(2) sea-to-shore manning of member's rate/rating.

(3) permanent change of station (PCS) costs for member and required relief.

(4) whether or not a Secretary of the Navy Finding (SECNAVFIND) is required for a second dislocation allowance (DLA) payment within the same fiscal year.

c. Members whose approved early reassignment would create a vacancy at current activity, requiring PCS move for relief, will not normally be approved unless by command endorsement; a gapping of billet will be acceptable.

d. Members who voluntarily terminate their tour of shore duty by executing the option to return to sea, as specified in this article, will commence a new PST on reporting to their new sea command.

e. Requests for voluntary shore duty curtailment by members on recruiting duty shall be submitted by members via their chain of command to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010).

(1) Each case will be evaluated by NAVPERSCOM based upon available PCS funds and overall manning at sea in the member's rating.

(2) Upon approval, the member will be transferred to sea duty without a relief.

(3) The command will not receive a relief prior to the member's original PRD.

6. **GENDETS Advance to an Aviation Rating, Sea/Shore Rotation**. GENDETS advanced to aviation ratings in activities where no billets exist will be reassigned. Upon notification of advancement, members should contact their rating detailer to determine their options. If no contact is made within 60 days, it will be assumed member is not willing to obligated service (OBLISERV) and will be assigned accordingly.

EXHIBIT 1

SAMPLE SDCD CORRECTION LETTER
(Use proper letter format.)

From: Commanding Officer, USS NEVERDOCK (USS 00)
To: Commander, Navy Personnel Command (PERS-451)

Subj: REQUEST FOR SEA DUTY COMMENCEMENT DATE (SDCD) CORRECTION

Ref: (a) MILPERSMAN 1306-116

1. Request adjustment of the following SDCDs per reference (a):

RATE	NAME	SSN	FROM	TO	REMARKS
MM2	Sailor, John Q.	123-45-6789	98 12	99 03	TEMDU ACC 330 03SEP01 – 17DEC01
SK3	Jones, Bob J.	012-34-5678	01 06	01 12	LIMDU ACC 105 06JAN02 – 20JUL02
AT1	Smith, Slim D.	987-65-4321	01 04	01 07	TEMDU ACC 341 01OCT01-13JAN02

2. Point of Contact: PN1 J. P. Jones, DSN 444-1234.
E-Mail: jonesjp@neverdock.navy.mil.

I. M. UNDERWAY
By direction