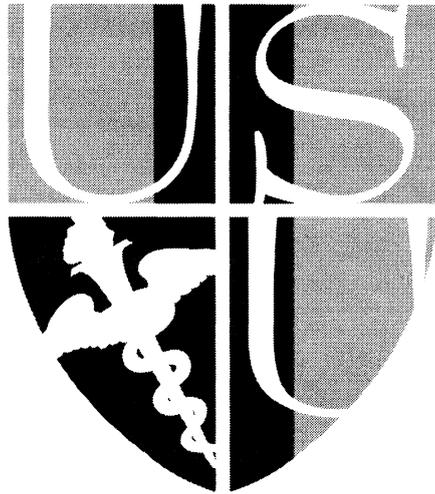


**USUHS
INSTRUCTION
1315**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Uniformed Personnel Assignments to the Uniformed Services University of the Health Sciences and Requests for Uniformed Replacement Personnel

Instruction 1315

OCT 12 1999

(MPO)

ABSTRACT

This Instruction prescribes the guidelines and procedures to be followed to request release or nomination of military personnel to the Uniformed Services University of the Health Sciences (USUHS).

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 1315^a and establishes policies and procedures pertaining to the assignment of service members to the USUHS. This Instruction also outlines procedures for requesting military or Public Health Service personnel assignments to the USUHS. These requests are to be submitted when there is a projected vacancy or with the establishment of a new military billet.

B. References. *See Enclosure 1.*

C. Applicability. This Instruction applies to all schools, institutes, departments, and sections of the USUHS where active duty military personnel are assigned.

D. Policy. It is USUHS policy that:

1. All positions at the USUHS will be evaluated under DoD Directive 1100.9^b to determine if the positions will be filled by

Uniformed Service Personnel. Those positions so designated will be filled on a Rotation basis to represent the Uniformed Services equitably, if such distribution is in accord with the resources of the Military Services and their approved manning documents. Only those positions requiring specific expertise of one Military Service will be considered non-rotational among all Military Services;

2. The normal tour of duty will be three years for enlisted and four years for officers. This can be extended to four years for enlisted and six years for officers with the request of the uniformed officer/enlisted member, with concurrence from the appropriate Dean and the uniformed services. Other moves of Uniformed Officers will be on a case-by-case basis, but primarily at the request of the Deans for the good to the USUHS. Extensions beyond six years will be approved if consistent with the Uniformed Service

decision requirements and the career progression of the service member, if not in conflict with statutory limitations;

3. The personnel assigned to the USUHS are considered a special duty assignment and may be required to have special expertise in areas not generic to specialty. Nominations for assignments to the USUHS may come in many forms. To ensure only the highest caliber of personnel are assigned to the USUHS, the Military Personnel Office (MPO) is designated as the office of primary responsibility for all military personnel assignments; and

4. Changes to existing officer and enlisted personnel requirements (e.g., upgrading of skill required, changes in grade requirements) will be coordinated with the Office of the Brigade Commander (BDE).

E. Responsibilities.

1. Departments shall:
 - a. Submit to the MPO requests with name to fill doctorate level personnel vacancies;

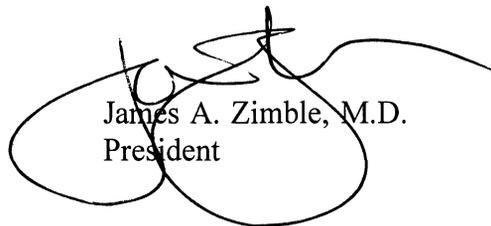
- b. Submit requests for nominations to the MPO for all other vacancies; and
- c. Submit the name of the nominee to fill the vacancy to the MPO after nominations are received, interviewed, and selected.

2. The Military Personnel Office shall:

- a. Coordinate with each of the services to obtain lists of nominees for vacancies as they occur for all military personnel assigned to the USUHS, with the exception of doctorate level officers; and
- b. Forward by name request to respective services and monitor the request to ensure the assignment is made.

F. Further Information. Further information is available in DoD Directive 1315.7^c, AF Instruction 36-2110^d, MILPERSMAN 5410160^e, MILPERSMAN 1810160^f, AR 614-200^g, AR 614-100^h, AR 614-5ⁱ, and PHS CC23.5^j.

G. Procedures. See *Enclosure 2*.



James A. Zimble, M.D.
President

Enclosures:

1. References
2. Procedures

REFERENCES

- (a) USUHS Instruction 1315, "Uniformed Personnel Assignments to Uniformed Services University of the Health Sciences (USUHS) and Requests for Uniformed Replacement Personnel," dated January 17, 1990 (hereby cancelled)
- (b) DoD Directive 1100.9, "Military-Civilian Staffing of Management Positions in the Support Activities," dated September 8, 1971
- (c) DoD Directive 1315.7, "Military Personnel Assignments," dated January 9, 1987
- (d) AF Instruction 36-2110, "Airmen Assignments," Chapter 1.1 thru 1.4, dated July 1994
- (e) MILPERSMAN 5410160, "Official Correspondence with the Naval Military Personnel Command," Section 1 thru 11. a, b, and c, dated June 15, 1987
- (f) MILPERSMAN 1810160, "Delegation of Authority to Issue Orders and Administrative Control of Orders and Travel," Section 1 thru 6, dated June 15, 1987
- (g) AR 614-200, "Selection of Enlisted Soldiers for Training and Assignment," Chapter 2, Section III, dated September 17, 1990
- (h) AR 614-100, "Officer Assignment Policies, Details and Transfers," Chapter 5, paragraph 5-5, dated September 17, 1990
- (i) AR 614-5, "Stabilization of Tours," Chapter 2, paragraph 2.19, table 2-1, Stabilized tour lengths of organizations, dated April 1, 1983
- (j) PHS CC23.5, Instruction 6, "Commissioned Corps Manual," Section E, dated March 3, 1980

PROCEDURES

1. Functional Charts, Organizational Charts, Staffing Plans, and Position Descriptions.

The Military Personnel Office Representative, USUHS shall be responsible for the preparing of and the President, USUHS shall approve all information required for organizational charts, functional charts, and staffing plans based on approved authorizations to include the following:

- a. Identifying each position as either military or civilian;
- b. Submitting a completed military position description (USUHS Form 1307, "Request for Nomination and Position Description of Military Personnel") to the Assistant Secretary of Defense Health Affairs (ASD/HA), Attention: Military Personnel Division, to support staff plans when revising the title or content of a position. Military personnel requirements will also be submitted to the ASD/HA, Attention: Military Personnel Division, on USUHS Form 1307. Except for unusual circumstances, nominations shall be requested from only one Military Service for each requirement;
- c. Conducting a continuing review of organizational charts, functional charts, staffing plans, and position descriptions and updating them as changes occur;
- d. Providing organizational charts, functional charts, and staffing plans to the ASD/HA as changes occur or upon request; and

- e. Providing each Military Service with organizational charts, functional charts, staffing plans, and military position descriptions. Positions designated "Military" shall be incorporated by the Military Services into their manpower and personnel systems.

2. Filling of Positions.

- a. The Director, MPO is responsible for submitting personnel requisitions with a military position description to the respective Military Service through personnel channels approximately nine months in advance of the incumbent's scheduled rotation date. The personnel requisition must indicate all special qualifications, including security-clearance level or special access requirements for the position. New or additional personnel requirements shall be forwarded to the Military Service when approved.

- b. The Military Services shall conduct any security checks and investigations required to satisfy the security requirements of each position, and will publish orders effecting the assignment of service members to the USUHS.

3. Rotations and Release of Service Members.

The Secretaries of each service concerned will reassign service members for duty (or release from duty) upon receiving notification from the President, USUHS.

4. Officer Personnel.

a. Doctorate Level Officers.

(1) Nominations of doctorate level for assignment at the USUHS are negotiated between the appropriate Dean or Chair and the service's specialty consultant.

(2) Where appropriate a search committee shall be convened to find the best qualified individual to fill the vacancy.

(3) Once a decision is made as to who is desired to fill the vacancy, the appropriate Dean or Chair shall forward a USUHS Form 1307 to the MPO. The statement, "This is a by name request for Name, Rank, and SSAN," shall be placed in block 18 of USUHS Form 1307.

(4) The MPO shall forward the request to the appropriate service so the assignment can be made.

b. Other Officers and Enlisted Personnel.

(1) Nine to twelve months before a vacancy occurs, or as soon as the department becomes aware that an individual is departing, a USUHS Form 1307 shall be forwarded to the MPO requesting nominations for the projected vacancy.

(2) The MPO shall forward the request to the appropriate service.

(3) When nominations are received, the department or section shall contact the nominees, and determine who is best suited for the position.

(4) A USUHS Form 1307 shall be forwarded to the MPO nine to twelve months before a vacancy occurs, or as soon as the department becomes aware that an individual is departing, requesting nominations for the projected vacancy.

(5) Then MPO shall then forward the request to the appropriate service so the assignment can be made.

Attachments:

1. Instructions for Completion of USUHS Form 1307
2. USUHS Form 1307

INSTRUCTIONS FOR COMPLETION OF USUHS FORM 1307

Block #	Description
1	Uniformed Services University of the Health Sciences 4301 Jones Bridge Road Bethesda, MD 20814-4799
2	Check with an "X" the appropriate service.
3	Date of Personnel Request.
4	Number assigned by Military Personnel Office.
5	Two months after date of request.
6	Date personnel should report to the USUHS for duty.
7	Authorized grade is the grade assigned by the Service to the Billet against which personnel is being requested. Requested grade is that which will be acceptable by the department to fill the billet at the USUHS.
8	Code which describes specialty qualifications for the personnel being requested (assistance available through MPO).
9	Known location of specific individual being requested.
10	If applicable (Yes or No).
11	Check if applicable.
12	Required Security Level of Billet at the USUHS.
13	Service assigned Billet title for the USUHS Position.
14	Grade, Name, and Title of immediate supervisor for whom the requested personnel will work.
15	Bullet description of Billet duties.

Enclosure 2
Attachment 1

- 16 Required education level necessary to properly perform the job, this will also list any specialty school aside from formal education needed.
- 17 N/A
- 18 Other comments that might pertain to the acquisition or transfer of the requested personnel to the USUHS.
- 19 Grade, Name, Department, Title of requesting official.
- 20 Final Approval by Service.
- 21 Administrative Approval by Military Personnel for personnel request.
- 22 Service to which request will be sent.
- 23 N/A

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES REQUEST FOR NOMINATION AND POSITION DESCRIPTION OF MILITARY PERSONNEL		(See DoD Directive 1315.13)				
1. ORGANIZATION	2. ACTION TO:					
	a. <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> AF <input checked="" type="checkbox"/> MC					
	b. <input checked="" type="checkbox"/> MILPERS DIV UP- DATE POSITION DESCRIPTION					
		3. DATE				
		4. REQUISITION NUMBER				
		5. REPLY NOT LATER THAN				
13. POSITION TITLE	14. TITLE OF IMMEDIATE SUPERVISOR	6. REQUESTED REPORTING DATE				
15. SUMMARY OF DUTIES		7. GRADE				
		a. AUTHORIZED b. REQUESTED				
		8. OCCUPATIONAL CODE				
		Army Navy				
		Air Force Marine Corps				
		9. LOCATION (If NOT Wash.D.C.)				
		10. AERONAUTICAL EXPERIENCE				
16. EDUCATION	MAND/DES	11. SPECIAL POSITION REQUIRE- MENTS (If Applicable) SEE INSTRUCTIONS <input checked="" type="checkbox"/> SI CLEARANCE REQUIRED <input checked="" type="checkbox"/> DD FORM 1555 REQUIRED				
a. Academic Degree	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>					
b. Prof Military Schools	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>					b.
18. REMARKS (Nominations to be submitted in accordance with DoD Directive 1315.13 to: Director, Military Personnel Div. USUHS		12. SECURITY DESIGNATION				
19. REQUESTOR	DATE	21. APPROVED BY				
		DATE				
		DIRECTOR, MILITARY PERSONNEL DIV. USUHS				
20. ACTIVITY APPROVAL	DATE	22. THIS REQUEST IS BEING SENT TO:				
		<input checked="" type="checkbox"/> ARMY <input checked="" type="checkbox"/> NAVY <input checked="" type="checkbox"/> AIR FORCE <input checked="" type="checkbox"/> MARINE CORPS				
		23. REPLACES POSITION NO. 24. POSITION NO.				

INSTRUCTIONS

USUHS Form 1307, will be forwarded in 4 copies, to request nominations of and to establish position descriptions for military personnel of USU. The following specific instructions apply to the items indicated on the USU Form :

1. Organization-Enter complete USU organizational elements from highest to lowest levels.
2. Action to
 - a. Place an "x" in the appropriate block(s): (A-Army, N-Navy, AF-Air Force, MC-Marine Corps).
 - b. If the purpose of submission is to update the position description only, place an "in block No. 2b and do not complete the following items:4,5,6,7b,18 and 21 through 24.
3. Date - Self-explanatory.
4. Requisition Number-To be completed by MilPers Div. USUHS.
5. Reply Not Later Than-Normally 120 days prior to requested reporting date.
6. Requested Reporting Date-Enter desired reporting date of replacement. A requested overlap in excess of 30 days must be justified. Reporting sooner than 60 days from date of acceptance creates a hardship on the individual selected and should be avoided except for overriding managerial requirements.
7. Grade-Enter pay grade(e.g.,O-6,E-7, etc.).
8. Occupational Code-Recommended occupational code(s) may be entered, otherwise leave blank.
9. Location(if not Wash D.C.)Self-explanatory.
10. Aeronautical Experience-Enter aeronautical designation and one of the following as appropriate: "Essential," "Desirable." or "Not Applicable."
11. Special Position Requirements-Place an 'x' in the appropriate block(s) as follows:
 - a. SI Clearance Required: If this item is checked, the nominee must be eligible for Special Intelligence Clearance, and determination of such eligibility must be made by a parent Military Department Intelligence Chief before nominee's name is submitted to fill this requisition (DIAR 50-8)
 - b. DD Form 1555 Required:If this item is checked, the incumbent of this position will be required to complete a Statement of Employment and Financial Interests in accordance with DoD Directive 5500.7.

12. Security Designation-Enter one of the following as appropriate:"Critical-Sensitive" (TOP SECRET). "Non-Critical Sensitive" (SECRET), or "Non-Sensitive" (NO CLEARANCE REQUIRED).
13. Position Title - Self-explanatory.
14. Title of Immediate Supervisor-Self explanatory.
15. Summary of Duties-State duties and responsibilities briefly, clearly and accurately without extensive detail within the space allocated.
16. Education-Enter the educational background desired and/or required (e.g. "Must have a degree in mathematics," "Graduate of service school commensurate with rank and experience," etc.).
17. Experience and Special Training-Enter military or civilian experience necessary for effective performance of assigned duties (e.g., "Prior joint staff experience extremely desirable," "Should have experience in logistics planning at departmental level," "Graduate of Signal School or equivalent, etc.
18. Remarks-Enter data pertaining to the release of current incumbent or to state that the requisition is to fill a vacant or new position, e.g.
 - a. This requisition is forwarded to obtain a replacement for RANK, NAME, SSN, SERVICE, who (is released and available for reassignment upon completion of his duty tour; has applied for retirement; is scheduled to retire; is released for reassignment as requested by the Department of the _____ has been reassigned; or other appropriate statement) effective _____.
 - b. This requisition is forwarded to fill a new position approved by the Secretary/ Deputy Secretary of Defense on _____.
 - c. This requisition is forwarded to fill a vacant authorized position.
 - d. Use this item to indicate any DOR restriction that the Military Department needs to be aware of in selecting a nominee. If the nominee is to head an office and must be senior to assigned personnel in the same grade make a comment "DOR earlier than _____ necessary." "If you wish to avoid subordination of assigned personnel indicate "DOR later than _____ required.
19. Organizational Approval & Date-Signature of and date signed by the approving official at the DASD, directorate, or division level.
20. Requestor & Date-Signature of and date signed by the requesting official at the USUHS.
- 21 24. To be completed by MilPers Div, USUHS.

NOTE: Item Continuation: If additional information for any item is deemed essential, it may be continued on a separate sheet of 8x10 1/2 inch bond paper. Specify the item number(s) being continued.