

Defense Logistics Agency Instruction



DLAI 7602
Effective February 10, 2003
Certified Current January 13, 2012
DLA Human Resources Services,
Military Personnel and Administration

Military Assignments

References: Refer to Enclosure 1.

1. PURPOSE:

- a. The purpose of this policy is to establish consistent Agency-wide authority and responsibilities for DLA's Military Assignments Program.
- b. This instruction provides uniformity throughout the separate Services, J codes and Primary Field Level Activities (PLFAs) on Military fill requirements and establishes timelines to ensure a quality and timely fill.

2. APPLICABILITY: This DLA Instruction applies to Headquarters DLA, PLFAs, and all sub-organizations and activities.

3. POLICY:

- a. DLA complies with all Military Service Directives. Military billets are staffed to ensure equitable Military Service representation. Military personnel will be utilized in their officially designated skill levels in positions identified for military incumbency. Individuals who are assigned to Joint Duty positions may only be moved internally to another Joint Duty position after coordination with DLA Human Resources Services, Military Personnel and Administration who will obtain approval from the appropriate Military Service.
- b. A standard tour length in DLA is 3 years. Legitimate reasons to request extensions and curtailments to the 3 year tour length will be limited to special circumstances. Tour change requests must be submitted not later than 6 months prior to the member's rotation date. Requests for both extensions and curtailments will be coordinated in writing and require a recommendation from the next higher level within the chain of command. Each request will be forwarded to DLA Human Resources Services, Military Personnel and Administration for recommendation of approval/disapproval and forwarding to the appropriate Service for a final decision.
- c. Tour curtailments may be approved for individuals selected for a special assignment or

command duty, not for routine assignments. Tour extensions may be approved for a limited period to support family or personal requirements. Tour extensions may also be approved to allow individuals to complete a special or very important project. Extensions may not be approved simply to retain a skilled and valuable member. Foreign Exchange Officers serving in DLA are governed by a specific Memorandum of Agreement between the United States and the Officer's country of origin.

d. General officers, Flag officers, and Senior Executive Service personnel within the individual's reporting chain are delegated the authority to recommend disapproval of extensions and curtailments as they deem appropriate. The Services are the final approval authority and may overturn a Commander's recommendation based on future assignment implications such as approved retirement, high school graduation, or needs of the Service.

e. Permanent Change of Station authority for military personnel performing duty with DLA is retained by the Military Services.

4. RESPONSIBILITIES: DLA Human Resources Services, Military Personnel and Administration is the office of primary interest for DLA military members. DLA Human Resources Services, Military Personnel and Administration requires each J code and PLFA to submit military position descriptions not later than 18 months prior to the required fill date. Invalid, unauthorized position descriptions will be returned to the requesting Activity.

5. PROCEDURES: Refer to Enclosure 2.

6. EFFECTIVE DATE: This Instruction is effective immediately.

Director, DLA Support Services
February 10, 2003

Deputy Director, Human Resources
January 13, 2012

2 Enclosures

Enclosure 1 – References
Enclosure 2 – Procedures

Enclosure 1
References

1. Department of Defense Directive 1315.07, Military Personnel Assignments, <http://www.dtic.mil/whs/directives/corres/pdf/131507p.pdf>
2. Joint Chief of Staff Admin Pub 1.2, Joint Officer Management, 4.4.3. AR 614-100, Officer Assignment Policies, Details and Transfers, January 2006, http://www.apd.army.mil/pdffiles/r614_100.pdf
3. Army Regulation 614-200, Enlisted Assignments and Utilization Management, February 2007, http://www.apd.army.mil/pdffiles/r614_200.pdf
4. Army Regulation 614-30, Overseas Service, April 2007, http://www.usapa.army.mil/pdffiles/r614_30.pdf
5. Air Force Instruction 36-2101, Classifying Military Personnel (Officers and Airmen), March 2006, <http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2101.pdf>.
6. Air Force Instruction 36-2110, Assignments, April 2005, <http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2110.pdf>
7. Marine Corps Order P1300, Marine Corps Personnel Assignment Policy, <http://www.usmc.mil/news/publications/Documents/MCO%20P1300.8R%20W%20CH%201-8.pdf>
8. NAVPERS 15560D, Navy Military Personnel Manual, <http://www.npc.navy.mil/ReferenceLibrary/MILPERSMAN/>

Enclosure 2
Procedures

1. J codes, PLFAs, and all sub-organizations under DLA will submit position descriptions for military positions to DLA Human Resources Services, Military Personnel and Administration 18 months prior to the required fill date. All positions descriptions and military manpower change requests are analyzed by Military Manpower personnel for accuracy, logic, and completeness to ensure they do not conflict with established policy.
2. DLA Human Resources Services, Military Personnel and Administration reviews the position description for validity and authorization for fill. Significant changes involving encumbered authorized billets should be effective upon the rotation date of the incumbent. All services require a grade for grade swap within the owning activity for position upgrades
3. Valid, authorized military position descriptions will be processed to the appropriate Service. Invalid, unauthorized position descriptions will be returned to the requesting Activity.
4. The Services provide nominations to DLA Human Resources Services, Military Personnel and Administration for screening and forwarding. DLA Human Resources Services, Military Personnel and Administration determines acceptability of the nominee and provides the nomination package to the appropriate J code or PLFA.
5. Accepted O-6 nominations are processed for thr DLA Director's approval. Once approved, the accepted nominations are filled by the Service. Rejected nominations are returned to Service for further nominations. Additional nominees will be based on availability of members in requested specialty and dates of availability.
6. General/Flag Officer Assignment Procedures: All General/Flag Officer Assignments will be coordinated between the Joint Chiefs of Staff and the Director, DLA. DLA Human Resources Services, Military Personnel and Administration will provide the Office of the Secretary of Defense, Administration and Management the approved, authorized military structure through the Program Objective Memorandum and the OSD Comptroller.
7. The Director, DLA will ensure effective utilization of Military personnel performing duty within their organization. The Director, DLA will also announce on locally published special orders or duty status message for assignments/reassignments of Military personnel and will provide a copy to DLA Human Resources Services, Military Personnel and Administration.
8. Requests for changes to tour lengths (extension or curtailment requests) will be processed through DLA Human Resources Services, Military Personnel and Administration to the appropriate Service in the same manner as an assignment request.