



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

OPNAVINST 1330.2C  
N13  
12 Mar 2018

OPNAV INSTRUCTION 1330.2C

From: Chief of Naval Operations

Subj: NAVY CAREER INTERMISSION PROGRAM GUIDELINES

Ref: (a) Public Law 110-417  
(b) Directive-type Memorandum 15-005, Pilot Programs on Career Flexibility to Enhance Retention of Service Members, 8 September 2015  
(c) 10 U.S.C.  
(d) OPNAVINST 6110.1J  
(e) BUPERSINST 1430.16F  
(f) 37 U.S.C.  
(g) Joint Travel Regulations  
(h) 38 U.S.C.  
(i) NAVPERS 15560D  
(j) SECNAVINST 1920.6C  
(k) DoD Instruction 1310.01 of 23 August 2013  
(l) SECNAVINST 1420.1B  
(m) BUPERSINST 1540.41E  
(n) DoD Instruction 3001.02 of 3 May 2010

Encl: (1) Expanded Application Criteria for Enlisted and Officer Personnel  
(2) Career Intermission Program Application  
(3) Career Intermission Program Agreement  
(4) Career Intermission Program Member Return to Active Duty Notification  
(5) Career Intermission Program COMNAVPERSCOM (PERS-9) Return to Active Duty Status

1. Purpose

a. To provide procedures and guidance for the Navy Career Intermission Program (CIP) as authorized by reference (a), section 533.

b. This revision:

- (1) removes the word "Pilot" from the program title and all associated language,
- (2) removes the 20 officer and 20 enlisted limitation quotas,

(3) removes eligibility restrictions on personnel serving in their initial minimum service requirement and adds policy regarding ineligibility, and

(4) clarifies and updates numerous policies throughout the instruction.

c. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1330.2B.

3. Background. References (a) and (b) authorize the Military Services in the Department of Defense (DoD) to establish a program under which officer and enlisted personnel may be temporarily released from active duty with a corresponding appointment or enlistment in the Individual Ready Reserve (IRR) for a period of up to 3 years. CIP provides a one-time temporary transition from active duty to the IRR for 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. Service members must return to active duty at the end of the inactive duty period. CIP is a career planning tool that should be thoughtfully and carefully planned.

4. Scope. This program provides authority to:

a. allow active duty and full-time support personnel to transition into the IRR for a period not to exceed 3 years while retaining the healthcare benefits of an active-duty member for themselves and their dependents as directed by reference (c), section 1074, as authorized by reference (a), section 533;

b. allow the Navy to adjust the date of rank of an officer who is placed back on active duty after serving in the IRR;

c. allow the Navy to adjust the time in rate (TIR) and effective date of paygrade for enlisted personnel who return to active duty after serving in the IRR; and

d. exempt participants from promotion or advancement consideration while in the IRR.

5. Policy

a. Selection of Participants. For the purposes of this program, participation is defined as the day on which members transition to the IRR and begin their career intermission.

(1) Criteria for CIP participation is determined by Chief of Naval Personnel (CHNAVPERS) based on recommendations from either Bureau of Naval Personnel, Director,

Military Community Management (BUPERS-3), or the Office of the Chief of Naval Operations, Nuclear Community Manager (OPNAV (N133)), for desired skill area, paygrade, and length of service; and Commander, Navy Personnel Command (COMNAVPERSCOM), Career Management (PERS-4), for duty assignment and demonstrated success within the community or rating. Additional selection criteria and program implementation guidelines are contained in enclosure (1).

(2) Members applying for CIP will submit applications, found in enclosure (2), to the CIP manager. Applications are accepted on a rolling basis. All applications received after the 10th day of each month will be processed in the following month. The CIP manager will forward applications to COMNAVPERSCOM (PERS-4) and either BUPERS-3 or OPNAV (N133) to review on a monthly basis. COMNAVPERSCOM has approval authority. Final disapproval authority resides with CHNAVPERS.

(3) Members must apply for CIP 12 months in advance of projected rotation date (PRD) or “soft” end of active obligated service, whichever comes first. Those approved will begin program participation at their current PRD or “soft” end of active obligated service. Members must be released from active duty the last day of their PRD or “soft” end of active obligated service month and gained in the IRR the first day of the following month. If an enlisted member’s “soft” end of active obligated service ends earlier than the last day of the month, member will rotate the last day of the month prior.

(4) The personnel listed in subparagraphs 5a(4)(a) through 5a(4)(i) are ineligible for participation.

(a) Personnel who cannot complete their obligation(s) due to high year tenure limitations. Following their participation in the program, Service members must be able to return to active duty and complete their obligation before reaching high year tenure.

(b) Officers in a failure of selection for promotion status as defined by reference (c), section 627, or enlisted personnel not recommended for advancement or retention.

(c) Enlisted personnel in a training pipeline.

(d) Personnel with a physical fitness assessment failure in the last 36 months or who do not currently meet physical readiness standards, under reference (d).

(e) Personnel with any record of disciplinary action in the 36 months preceding their application, or those pending investigation, non-judicial punishment, courts martial, or civilian criminal charges or proceedings.

(f) Applicants will not normally be approved to commence CIP during an operational tour or prior to PRD.

(g) Personnel who are in receipt of and executing permanent change of station (PCS) orders.

(h) Personnel not fit for duty or in a limited duty status.

(i) Personnel under investigation for a security clearance incident or on legal hold.

(5) Participation in the IRR while in the program may not be less than 12 months or exceed 36 months from the date of release from active duty. Applicants must indicate the desired length of inactivation at the time of application. Any requests to alter the return date will be submitted to the CIP manager and routed through COMNAVPERSCOM (PERS-4) and either BUPERS-3 or OPNAV (N133) for adjudication. Each request will be considered on a case-by-case basis and may require a new CIP agreement (enclosure (3)) and enlistment contract. Requests must adhere to the timelines listed in subparagraphs 5a(5)(a) and 5a(5)(b).

(a) Requests to return early must be submitted 12 months prior to the newly requested return date.

(b) Request to extend must be submitted prior to returning the letter of intent to return to active duty (enclosure (4)).

b. Obligated Service. Before being released from active duty, each program participant will enter into an agreement, found in enclosure (3), under which the participant will serve on active duty for a period of 2 months for each month of inactivation following the return to active duty. There is a minimum of 12 months of participation in the program, thus incurring a minimum 24 months of obligated service. This commitment is in addition to, and will be served consecutively with, any and all remaining or future active-duty obligations. If necessary, the member may be required to extend their current enlistment.

c. Application Package Contents. Applications will be submitted to the CIP manager via the applicant's commanding officer and will include the information listed in subparagraphs 5c(1) through 5c(5). CIP application, member agreement, and return to active duty notification memorandum templates are available for download from Navy Personnel Command Web site at <http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

(1) CIP application as outlined in enclosure (2).

(2) Last 24 months of observed fitness reports or evaluations.

(3) NAVPERS 1301/85 Officer Personnel Action Request or NAVPERS 1306/7 Enlisted Personnel Action Request.

(4) Officer letter of resignation.

(5) Commanding officer's endorsement addressing the applicant's motivation and potential for future service in the applicant's community. Endorsement must include a specific approval or disapproval recommendation.

d. Adverse Information. A candidate must remain morally, mentally, physically, and professionally qualified in order to be considered eligible to participate in CIP. A CIP selectee is considered ineligible to transition into the IRR if any adverse or reportable information as listed in subparagraphs 5d(1) through 5d(8) is discovered at any time prior to the day of transition.

(1) Revoked or denied security clearance or access suspended to classified materials.

(2) Ongoing investigation, administrative, or legal action of any kind.

(3) Substantiated Naval Inspector General allegation.

(4) The subject or cross-reference of a Naval Criminal Investigative Service report of investigation.

(5) Ongoing COMNAVPERSCOM Enlisted Separations (PERS-832) or COMNAVPERSCOM Officer Performance and Separations (PERS-834) action.

(6) Found guilty at non-judicial punishment.

(7) Convicted at courts martial.

(8) Service member is found to be in violation of the exemplary conduct standard outlined in reference (c), section 5947.

e. Provisions of IRR Status

(1) IRR Status. Upon release from active duty, program participants will be appointed or gained in the IRR and counted towards IRR end strength. All program participants will return to active duty at the end of their period of participation in the program at which point they will continue to count towards Active Component end strength.

(2) IRR Exceptions. All participants are ineligible for consideration for promotion and advancement while in the IRR. TIR will be adjusted in the same manner prescribed for Navy veterans with a break in service as described in reference (e), chapter 2. 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) eligibility for consideration for promotion or advancement;
- (c) computation of retired or retainer pay under reference (c), chapter 71 or chapter 1223;
- (d) computation of total years of commissioned service under reference (c), section 14706(a); and
- (e) high year tenure calculations.

(3) Accountability Reporting. IRR status does not require a specified number of inactive duty training periods or days of annual training per year. However, participants in the CIP will be required to report monthly to COMNAVPERSCOM, Reserve Personnel Management Department (PERS-9) via physical muster, telephone, or e-mail. This report will verify participants' contact information, health, and wellness. Participants 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), section 533.

(4) Fitness Reports and Evaluations. Participants will receive a "Not Observed" fitness report, chief petty officer evaluation, or evaluation from COMNAVPERSCOM (PERS-9) to cover the period of participation in the CIP. Block 41 for officers and chief petty officers or block 43 for E-6 and below will include the following directed comment: "(rank and last name) has participated in the Career Intermission Program (CIP) from the following dates: (dates)."

(5) Mobilization. Participants are exempt from mobilization during participation in the program.

(6) Medical and Dental Benefits. CIP participants and their dependents are entitled to medical and dental care under the provisions of reference (c), chapter 55, as authorized by reference (a), section 533, as if they were on active duty. Care can be provided at military treatment facilities or through TRICARE.

(7) Pay and Allowances

(a) Monthly Pay. While participating in the CIP, personnel will be paid two-thirtieths of the monthly basic pay to which they would otherwise be entitled based on grade and years of service at the time of transfer into the IRR, as authorized by reference (a), section 533, for each month of participation in the program. The first monthly payment will occur at the beginning of the second month after transition to the IRR.

(b) Special and Incentive Pays. While participating in CIP, personnel may not receive any special and incentive pay or bonuses under reference (f), chapter 5, to which they

would otherwise be entitled. Upon return to active duty, participants will be entitled to reinstatement of all special and incentive pays to which they were entitled, or received, or both, before transitioning to the IRR. Reinstatement of special and incentive pays or bonuses does not apply if the pay or bonus is no longer authorized by law or if the member does not satisfy the eligibility criteria in effect upon return. If the member is found to be ineligible for the pay upon return to active duty, they will be subject to the requirements for recoupment of such pay and bonuses in line with the terms of the applicable agreement under reference (f), chapter 5.

(8) Travel and Transportation. Participants are authorized PCS travel and transportation allowances for travel within the United States to their designated residence for the period of program participation and for travel from the same designated residence to their duty station upon return to active duty, under reference (g). An allowance will be paid under this section for travel to and from one residence only. Participants are responsible for any travel costs incurred during any physical muster or administrative processing when returning to active duty at the end of program participation.

(9) Leave. Participants may either use their remaining leave balance prior to transferring to the IRR, sell back their leave balance (if eligible), or carry over up to 60 leave days to use when back on active duty, as authorized by reference (a), section 533. Participants will ensure DD Form 214 Certificate of Release or Discharge from Active Duty, section 18, indicates the number of leave days retained for use upon return to active duty.

(10) Education Benefits. Participants are not eligible for tuition assistance benefits while in an IRR status. Time in the IRR does not count toward Post-9/11 Government Issue (GI) Bill benefits. Montgomery GI Bill and Post-9/11 GI Bill benefits may be used, under reference (h), chapter 30.

(11) Commissary and Exchange Benefits. Participants are eligible for commissary and exchange benefits.

(12) Servicemembers' Group Life Insurance (SGLI). Participants are not eligible for SGLI coverage while in an IRR status.

(13) Thrift Savings Plan. Participants are not eligible to contribute to thrift savings plan while in an IRR status.

(14) Licensed or Certified Professionals. While in an IRR status under CIP, the Navy will not compensate members for licensing, continuing education credit, liability, or malpractice insurance. On return to active duty, those members with career credentials must provide current credential materials.

(15) Standards of Conduct

(a) Participants are expected to conduct themselves in line with all Navy standards and regulations, as well as the standards of conduct required by the Uniform Code of Military Justice (UCMJ).

(b) Participants are required to report any and all civil actions, criminal arrests, convictions, and forms of plea agreement with civilian law enforcement authorities (including no contest or pretrial intervention agreements) immediately to COMNAVPERSCOM (PERS-9).

(c) CHNAVPERS reserves the right to recall CIP participants to active duty, under reference (a), section 533, if a participant violates any portion of the terms and conditions of the CIP as outlined in this instruction or the CIP agreement (enclosure (3)). CHNAVPERS reserves the right to process participants for administrative separation from the Navy, pursuant to reference (i), article 1910 (enlisted members), and reference (j) (officers), for conduct during CIP that is inconsistent with Navy standards, regulations, the standards of conduct required by the UCMJ, this instruction, or the CIP agreement.

f. Return to Active Duty

(1) Notification. CIP participants must submit a written notice of intent, enclosure (4), to COMNAVPERSCOM (PERS-9) 12 months before their scheduled return to active duty to initiate return processing. This notification initiates the appointment processing, provides the greatest opportunity for billet assignment, and ensures smooth return to active service. If an enlisted member's current rating was disestablished or merged with another rating prior to returning to active duty, the member will be afforded an opportunity to convert to a new rating, if eligible.

(2) Appointment. Upon return to active duty, a Service member's date of rank (officer) or TIR (enlisted) will be adjusted 1 day forward for every day spent in the IRR (e.g., 365 days in the IRR will adjust a date of rank of 1 January 2018 to 1 January 2019).

(3) Participants in a Selected for Promotion or Advancement Status

(a) Enlisted Members. In the event a participant is selected for advancement before transition to the IRR, and not advanced prior to transitioning, the advancement will be deferred until after the member has returned to active duty following program participation. The advancement will be effective on the 16th day of the month following the date of return to active duty in line with reference (e). In the event the participant returns to active duty prior to his or her original effective date of advancement, then the advancement will occur on the original date.

(b) Officers. In the event a participant is selected for promotion before transition to the IRR, and not promoted prior to transitioning, the promotion will be effected in line with



reference (k). Upon return to active duty, the participant's date of rank will be adjusted to the first day of the month following the date of return to active duty. In the event the participant returns to active duty prior to his or her original projected date of promotion, then the promotion will occur on the original date.

(4) Consideration for Promotion or Advancement

(a) Under reference (e), upon return to active duty, participants will be eligible for consideration for promotion or advancement based upon their adjusted date of rank or TIR and other requirements of their competitive category and rate.

(b) Under reference (l), in-zone and above-zone eligible officers in the grades of lieutenant, lieutenant commander, and commander, whose placement on the active-duty list is within 1 year of the convening dates of these boards, are automatically deferred unless they specifically request to be considered. This is to ensure returning officers have an opportunity to regain proficiency before competing with a new peer group for promotion. CIP fitness reports and evaluations must only be used to document the break in service and are not to be used as a source for determining performance for promotion or advancement.

(c) Participants with previous E-4, E-5, or E-6 "Passed Not Advanced" points will be credited up to five of the last six examination cycles administered in that paygrade, excluding cycles missed during CIP participation. E-7, E-8, or E-9 selection board eligible candidates will retain their selection board eligible status upon return from CIP.

(d) E-4 through E-7 candidates who return from CIP and participate in a Navywide advancement exam will not have their evaluations covering their time in the IRR as a CIP participant considered for Performance Mark Average calculations. Evaluations covering the CIP period, while the member is in the IRR, will not be used for calculating Performance Mark Average. To calculate the Performance Mark Average for E-4 through E-7 advancement candidates who return from CIP and participate in a Navywide advancement exam, use all evaluations in the current paygrade that cover the prescribed periods required, to include evaluations prior to the CIP period in line with reference (e).

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

(6) Participants Ineligible for Active-Duty Service. At the end of program participation, participants will return to active duty as ordered. Members must meet all physical readiness conditions and security qualifications for return to active-duty service. If, for any reason, a participant does not return or meet physical readiness, security qualifications, or any other terms of the CIP agreement (enclosure (3)), then they have failed to meet the terms of the obligated service associated with CIP and the agreement, enclosure (3). As such, the Department of the Navy is authorized to recoup the value of benefits provided while the participant was in an IRR

status to include healthcare, monthly stipend, and associated PCS costs. The value of these benefits will be determined by the DoD Office of the Actuary and Office of the Secretary of Defense Comptroller. After being returned to active duty, the participants may be subject to administrative separation processing for separation from the Navy, pursuant to reference (i), article 1910 (enlisted), and reference (j) (officer).

(7) Participant Application to Special Programs. Participants applying to special program (e.g., redesignation, officer commission, fellowship) while on CIP must route the application through their community manager at time of transferring to the IRR. CIP participants must follow all other standard application procedures to apply for additional programs.

## 6. Responsibilities

a. Deputy Chief of Naval Operations (Manpower, Training, Personnel, and Education) (CNO (N1)). 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 required by reference (a), section 533. The CIP policy administrator must also review this instruction annually during the duration of the program for any necessary modifications or revisions.

b. BUPERS-3, OPNAV (N133), and Naval Special Warfare Program Management (OPNAV (N137)). Officer and enlisted community managers from BUPERS-3, OPNAV (N133), and OPNAV (N137) must periodically review this instruction and provide specific inputs to the instruction and all enclosures. During the approval process community managers must provide recommendations based on eligibility and effect of loss to the community.

(1) Enlisted nuclear personnel program applicants must be screened by OPNAV (N133).

(2) The career intermission should be planned such that the Service member continues to meet nuclear proficiency, in line with reference (m). See enclosure (1) for additional information.

c. COMNAVPERSCOM, Personnel Information Management (PERS-3). Must manage participants' record retention.

d. COMNAVPERSCOM (PERS-4). Individual detailers are vital in the approval process, the Service member's return to active duty, and adjustment of TIR upon return. During the approval process, detailers must provide recommendations based on current manning, Service member's duty assignments, and demonstrated success within the community. When notified by COMNAVPERSCOM (PERS-9) of pending return to active duty, detailers will communicate with the Service member, begin the orders negotiation process, and issue orders to an active-duty billet.

e. COMNAVPERSCOM Career Progression Department (PERS-8). Ensure selected officer participants' appointments to the IRR and reappointment requests are processed and forwarded to the CIP manager and COMNAVPERSCOM (PERS-9). An update must be provided to the CIP manager if processing has any delays. Member's promotion records must not be marked as a resignation until after the member enters the IRR (e.g., an unrestricted line lieutenant commander will be considered by the board in February if they enter the IRR in March). Upon a participant's return, the date of rank must be adjusted.

f. COMNAVPERSCOM (PERS-9). Must be administratively responsible for the member for the duration of participation in the program to include:

- (1) receiving, reviewing, and routing applications;
- (2) assisting participants transitioning into the IRR and back to active duty;
- (3) completing an IRR contract prior to member's transition into the program;
- (4) ensuring a complete copy of the approved CIP package and IRR contract is filed in Service member's official military personnel file;
- (5) accounting and tracking of member through a monthly muster (whether physical or electronic);
- (6) ensuring member verifies Navy Family Accountability and Assessment System (NFAAS) information twice annually under reference (n);
- (7) completing enclosure (5) prior to a member's return to active duty; and
- (8) preparing a "Not Observed" fitness report, chief petty officer evaluation, or evaluation within 30 days of the conclusion of the member's participation in the program.

g. COMNAVPERSCOM Reserve Personnel Management Department (PERS-94). Execute all duties required to gain participant into CIP unit identification code, lose members in Inactive Manpower and Personnel Management Information System, and notify Defense Manpower Data Center to update Defense Enrollment Eligibility Reporting System (DEERS) and Veterans Affairs coding.

h. Naval Education and Training Professional Development Center (NETPDC) Exam Ordering and Discrepancies Branch (N321). Process creditable E-4, E-5, or E-6 "Passed Not Advanced" points and E-7, E-8, or E-9 selection board waivers for applicable CIP participants returning to active duty.

i. Personnel Support Activity Detachments. The detaching personnel support activity detachment will ensure the member's DD Form 214 receives an intradepartmental transfer separation program designator code "FGQ" for officers and "MGQ" for enlisted personnel, with associated narrative direction to Defense Finance and Accounting Services, "Do not recoup any unearned bonus paid. Payment of remaining critical skills retention bonus installments will resume upon return to active duty." Then, an active-duty strength loss is released in order to close out the member's active-duty pay account and ensure that the member is directed to the nearest DEERS office to receive a DD Form 2765S Department of Defense/Uniformed Services Identification and Privilege Card (TAN) 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.

j. Detaching Command. As part of the application process, the command that is responsible for detaching the member will perform the functions as listed in subparagraphs 6j(1) through 6j(4).

(1) Review, process, and endorse complete application package in line with subparagraph 5c of this instruction.

(2) Ensure Service member is eligible in line with subparagraph 5a(4) of this instruction.

(3) Ensure Service member signs a Reserve enlistment contract provided by COMNAVPERSCOM (PERS-9) that covers his or her intermission time.

(4) Provide separation paperwork.

k. Member. The member will:

(1) submit all required transition documents to the CIP manager and complete all separation requirements;

(2) provide a copy of the DD Form 214 to the CIP manager and COMNAVPERSCOM (PERS-9) to ensure enrollment in DEERS or Real-Time Automated Personnel Identification System for TRICARE benefits;

(3) check out with the CIP manager prior to taking separation leave to ensure all program check out requirements are complete;

(4) maintain physical fitness requirements as set forth in reference (d);

(5) maintain applicable professional certifications and credentials;

(6) adhere to all Navy standards and regulations, as well as the standards of conduct required by the UCMJ;

(7) report monthly via physical muster, telephone, or e-mail to COMNAVPERSCOM (PERS-9);

(8) notify COMNAVPERSCOM (PERS-9) of any address change, changes in medical or marital status requiring DEERS or TRICARE adjustments, and any civil actions or criminal arrests, convictions, and forms of plea agreement with civilian law enforcement authorities (including no contest or pretrial intervention agreements);

(9) notify COMNAVPERSCOM (PERS-9) of intention to return to active duty via enclosure (4); and

(10) verify NFAAS information twice annually under reference (n).

1. Gaining Command. When participant returns from active duty, the gaining command will:

(1) ensure member completes a physical fitness assessment, under reference (d);

(2) verify member is eligible for a security clearance, and, if applicable, process security clearance; and


(3) ensure member completes a medical evaluation within 30 days of return to determine fit for duty status.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, (OPNAV (N13)) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms. The forms listed in subparagraphs 9a and 9b are available from the Naval Forms Online Web site at <https://navalforms.documentservices.dla.mil/web/public/home>.

- a. NAVPERS 1301/85 Officer Personnel Action Request.
- b. NAVPERS 1306/7 Enlisted Personnel Action Request.



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Releasability and distribution:

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EXPANDED APPLICATION CRITERIA FOR ENLISTED AND OFFICER PERSONNEL

1. Criteria. In addition to the application criteria set forth in this instruction, the specific community criteria as listed in subparagraphs 1a through 1o are provided for program applicants.

a. Enlisted Nuclear Personnel

(1) Program applicants must be screened by OPNAV (N133).

(2) The career intermission should be planned such that the Service member continues to meet nuclear proficiency, in line with reference (m), for the duration of the career intermission and can regain operational proficiency within the interval specified in reference (m) once Service member returns to active duty. Requests that do not indicate a plan for maintaining nuclear proficiency will normally not be approved. Waivers must be processed through OPNAV (N133).

(3) Program applicants must not have broken service. Broken service does not refer to enlisted personnel who were discharged to be commissioned as an officer.

b. Surface Warfare Officers (SWO) (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 at least 36 months of sea duty as a division officer.

(3) Selected applicants must sign a SWO revised junior critical skills retention bonus contract upon return to active duty at the end of program participation.

c. Submarine, Nuclear-Trained Engineering Duty, and Nuclear-Trained SWOs (Designators 1120, 1440, and 1110). Nuclear-trained SWO eligibility is governed by both this paragraph and subparagraph 1b.

(1) Program applicants must be warfare-qualified and have screened for the next career milestone or have opportunities for screening remaining. Eligible milestones for nuclear-trained SWOs must remain due-course for reactor officer and command afloat selection or assignment.

(2) The length of the career intermission should be consistent with maintaining each community's nuclear eligibility.

d. Human Resources Officers (Designator 1200). Program applicants must have completed one human resources assignment.

e. Aviation Officers (Designators 1310 and 1320)

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

(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. Aviation career continuation pay and career intermission obligated service will be served consecutively upon return to active duty.

f. Foreign Area Officers (Designator 1710). Program applicants are limited to officers who are fully qualified foreign area officers and have completed an operational assignment as a foreign area officer after lateral transfer into the community.

g. Intelligence Warfare Officers (Designator 18XX). Program applicants are limited to officers who have completed their information warfare officer qualification and have completed an operational assignment as an oceanographer (1800), cryptologic warfare officer (1810), information professional (1820), intelligence officer (1830), or cyber warfare engineer (1840).

h. Medical Corps Officers (Designator 2100). Program applicants must have completed initial active-duty obligation and are limited to officers in pay grades O-3 to O-4. Application must route through Bureau of Medicine (BUMED) Medical Corps chief office prior to submission to the CIP manager. Not more than five Medical Corps approvals per fiscal year.

i. Dental Corps Officers (Designator 2200). Program applicants must have completed initial minimum service requirement and are limited to officers in pay grades O-3 to O-4. Application must route through BUMED Dental Corps chief office prior to submission to the CIP manager. Not more than five Dental Corps approvals per fiscal year.

j. Medical Service Corps Officers (Designator 2300). Program applicants must have completed initial minimum service requirement and are limited to officers in grades O-2 to O-4. Application must route through BUMED Medical Service Corps chief office prior to submission to the CIP manager. Not more than five Medical Corps approvals per fiscal year.

k. Judge Advocate General's Corps Officers (Designator 2500). Program applicants are limited to officers in pay grades O-3 to O-5. Applicants selected for program participation must apply for their first career status bonus prior to transition from active duty to the IRR.

l. Nurse Corps Officers (Designator 2900). Program applicants must have completed initial minimum service requirement and are limited to officers in pay grades O-2 to O-4. Application must route through BUMED Nurse Corps chief office prior to submission to the CIP Manager. Not more than five Nurse Corps approvals per calendar year.



m. Supply Corps Officers (Designator 3100). Program applicants must be warfare-qualified and have successfully completed one operational assignment.

n. Chaplain Corps Officers (Designator 4100). Program applicants must have completed one operational tour.

o. Civil Engineer Corps Officers (Designator 5100). Program applicants are limited to those Civil Engineer Corps officers who are warfare-qualified, have an acquisition level commensurate with their pay grade, and have achieved professional registration (e.g., engineer in training, professional engineer, or registered architect).

2. Additional Eligibility Concerns. Application eligibility questions not addressed in this enclosure may be referred to the member's community manager or CIP policy administrator.

CAREER INTERMISSION PROGRAM APPLICATION

From: Name, Designator or Rating  
To: Career Intermission Program Manager  
Via: Commanding Officer, Command Name

Subj: REQUEST TO PARTICIPATE IN THE CAREER INTERMISSION PROGRAM

Ref: (a) OPNAVINST 1330.2C

Encl: (1) Fitness Reports or Evaluations  
(2) NAVPERS 1301/85 Officer Personnel Action Request or 1306/7 Enlisted Personnel  
Action Request  
(3) Officer Letter of Resignation

1. Respectfully request to participate in the Navy Career Intermission Program.
2. Personal statement:

Signature of Applicant  
Typed Rank or Rating and Name, USN

CAREER INTERMISSION PROGRAM AGREEMENT

From: Name, Designator or Rating  
To: Career Intermission Program Manager

Subj: AGREEMENT TO PARTICIPATE IN THE CAREER INTERMISSION PROGRAM

Ref: (a) Public Law 110-417  
(b) OPNAVINST 1330.2C  
(c) 37 U.S.C. Chapter 5  
(d) SECNAVINST 1420.1B  
(e) 10 U.S.C.

1. I agree to accept an appointment or enlistment in the Navy Reserve, as applicable, to serve in the Individual Ready Reserve (IRR) while participating in the Career Intermission Program (CIP), as authorized by reference (a), section 533.
2. I consent to all inactive-duty training requirements under reference (b), to include monthly reporting via physical muster, telephone, or e-mail to Navy Personnel Command (PERS-9), and on receipt of orders to return to active-duty service, to meet all required physical readiness conditions, and security qualifications.
3. I consent to serve on active duty through the completion 2 months active duty for every 1 month of program participation in addition to any current or future obligated service. I agree to sign a Navy Reserve Oath of Office or an enlistment contract to cover the period of CIP participation, as required.
4. I understand and acknowledge that while in an IRR status as a participant in the CIP, I will not receive any special and incentive (S&I) pays or bonuses to which I might otherwise be entitled for such period. When I return to active duty after the period of participation, I will be entitled to reinstatement of basic pay and all S&I pay to which I was entitled and receiving before being released from active duty as allowed by the law enacted upon my return to active duty. If I am found ineligible for any S&I pays for which I am still under contract upon return to active duty, I will be subject to the requirements for repayment of any unearned portions of S&I payments following the terms of the applicable agreement under reference (c).
5. [OFFICER] I understand that it is my responsibility to ensure all records are substantially accurate and complete upon my return to active duty. To that end, I will ensure selection board eligibility status in line with reference (d).
6. I have read and understand the provisions in reference (b), including all provisions relating to the termination of program participation and recall to active duty for violation of any

Subj: AGREEMENT TO PARTICIPATE IN THE CAREER INTERMISSION PROGRAM

requirements. I understand that while in an inactive-duty status, I am expected to conduct myself in line with all Navy standards and regulations, to include those required by the Uniform Code of Military Justice (UCMJ). 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 fail to meet the requirements of this program, I may be required to refund to the United States the value of benefits provided while in an IRR status to include healthcare, monthly stipend, and permanent change of station costs provided to me and my dependents under reference (e), subsection (j).

7. I intend to begin program participation on the following date: \_\_\_\_\_.
8. I agree to return to active duty at the completion of program participation on the following date: \_\_\_\_\_.
9. Based upon CIP participation of \_\_\_\_ months, I agree to serve on active duty for \_\_\_\_ months upon completion of program participation. I agree this obligation will be served consecutively with existing obligations and my new active-duty obligation will end on \_\_\_\_\_.

Signature of Applicant  
Typed Rank or Rating and Name, USN

CAREER INTERMISSION PROGRAM  
MEMBER RETURN TO ACTIVE DUTY NOTIFICATION

From: Name, Designator or Rating  
To: Commander, Navy Personnel Command (PERS-9)

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

Ref: (a) OPNAVINST 1330.2C

Encl: (1) Career Intermission Program Agreement

1. My participation in the Career Intermission Program (CIP) will end DD MMM YYYY, at which time I will return to active duty.
2. During my participation in the CIP, I have or have not fulfilled all requirements of reference (a) and will or will not be eligible to return for active-duty service.
3. Special Programs
  - a. I intend to return to \_\_\_\_\_ (designator or rating).
  - b. I have applied and been accepted into the following: \_\_\_\_\_ (e.g., rating or designator).
  - c. I am awaiting results for application into the following: \_\_\_\_\_ (e.g., rating or designator).
4. Contact Information:
  - a. E-mail:
  - b. Phone number:
  - c. Mailing Address:
5. Amplifying information, if not eligible to return to active duty.

Signature of Participant  
Typed Rank or Rating and Name, USN

CAREER INTERMISSION PROGRAM  
COMNAVPERSCOM (PERS-9) RETURN TO ACTIVE DUTY STATUS

From: PERS-9  
To: PERS-4 Detailer  
BUPERS-3 Community Manager  
Career Intermission Program Manager

Subj: PARTICIPATION IN CAREER INTERMISSION PROGRAM ICO NAME,  
DESIGNATOR OR RATING

Ref: (a) OPNAVINST 1330.2C

1. During participation in Career Intermission Program (CIP), \_\_\_\_\_ fulfilled or did not fulfill all requirements of reference (a) and will or will not be eligible to return for active-duty service.

2. Participant will have completed \_\_\_\_\_ months of the CIP on \_\_\_\_\_. Thus, participant is obligated to serve \_\_\_\_\_ months on active duty, which will be served consecutively with any existing obligations. Participant's end of obligated serve date is \_\_\_\_\_. (Additional time from other contracts must be annotated in sub bullets.)

3. Special Programs

- a. Participant intends to return to \_\_\_\_\_ (designator or rating).
- b. Participant has applied and been accepted into the following: \_\_\_\_\_ (e.g., rate or community and designator).
- c. Participant is awaiting results for application into the following: \_\_\_\_\_ (e.g., rate or community and designator).

4. Member's Contact Information:

- a. E-mail:
- b. Phone number:
- c. Mailing Address:

Signature  
Typed Rank or Rating and Name