



**DEPARTMENT OF THE NAVY**  
**NAVY PERSONNEL COMMAND**  
**5720 INTEGRITY DRIVE**  
**MILLINGTON TN 38055-0000**

1301  
PERS-4  
26 Sep 16

**DISTRIBUTION GUIDANCE MEMORANDUM (DGM) #0405-1609**

**Subj: STABILIZATION FOR SAILORS WITH HIGH SCHOOL SENIORS**

**Ref:** (a) MILPERSMAN 1301-100  
(b) MILPERSMAN 1301-104  
(c) MILPERSMAN 1306-100  
(d) MILPERSMAN 1306-101  
(e) MILPERSMAN 1306-124  
(f) NAVPERS 1301/85, Officer Personnel Action Request  
(g) NAVPERS 1306/7, Enlisted Personnel Action Request  
(h) NAVPERS 1070/602

1. **Purpose.** To establish distribution procedures within the PERS-4 Directorate that affords families the ability to remain in the same geographic location to complete a dependent's senior year of high school.
2. **Background.** As a result of the CNO's directed Sailor 2025 initiatives, a working-group was established to review root causes of voluntary unaccompanied (geographic bachelor) tours and develop strategies to reduce the Sailors choosing to execute a voluntary unaccompanied tour. This DGM provides guidance to detailers to allow Sailors with prospective high school seniors to remain in in the same geographic location prior to the issuance of PCS orders until completion of the dependent's senior year.
3. **Action.** PERS-4 distribution procedures for Sailors with prospective high school seniors are as follows:
  - a. Applicable service members are those whose projected rotation dates (PRD) occur between the month of the first day of the high school dependent's junior year and the month of the high school graduation date. Stabilization may be achieved in one of the following ways:
    - (1) The service member may request to extend in their current duty station or execute a permanent change of assignment (PCA) to a new command in the current geographic location, enabling the dependent to complete their last two years of high school.
    - (2) For service members whose PRD months are before the first day of the dependent's junior year, on receipt of PCS orders the member may execute a PCS move to the Sailor's next duty station up to prior to the commencement of the dependent's junior year enabling high school stability for the dependent's senior year.

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b. Service members with an applicable dependent shall ensure the dependent is enrolled in DEERS and listed on the service member's NAVPERS 1070/602 as residing at the same residence as the service member.

c. A guidance counselor or appointed school representative from the dependent's school shall submit an official memorandum verifying the dependent's name, last four digits of the dependent's social security number, and estimated completion dates of both the junior and senior academic years for verification.

d. The service member shall submit the appropriate personnel action request (NAVPERS 1306/7 or 1301/85) with a positive command endorsement no later than the first day of 12 months prior to their current rotation date.

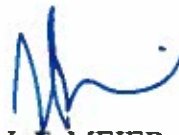
e. A service member with multiple dependents who are applicable under this DGM shall submit an individual request with the associated supporting documentation for each dependent.

f. A valid, funded billet shall be available in which to place or extend the service member. Assignment into a "Quad 9" billet or double stuffing for this purpose is prohibited.

g. Assignment officers shall consider community impact, career milestones, and properly counsel service members before making their recommendation.

h. Distribution Division Directors will have approval/disapproval authority for the personnel action requests. For nuclear-trained personnel, appropriate authorization must be obtained via normal channels.

4. In all cases, due to needs of the Navy, there may be reasons where the request cannot be met; however, all reasonable actions must be exhausted before disapproval.



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