



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 1306.1A
N3
8 Dec 2021

NETC INSTRUCTION 1306.1A

From: Commander, Naval Education and Training Command
Subj: CLASS ROSTER SUBMISSIONS FOR ACCESSION SAILOR DUTY
PREFERENCE AND AVAILABILITY FOR ORDERS

Ref: (a) MILPERSMAN

Encl: (1) Command Avails Coordinator Designation and
Transfer Letter
(2) Abbreviations for Avail Remarks and Example
(3) Sample Class Roster (NETC 1306/1)

1. Purpose. To establish standard policy and procedures for Naval Education and Training Command (NETC) Learning Sites (LS) to provide Sailor duty preference and availability information to accession detailers per reference (a).

2. Cancellation. NETCINST 1306.1.

3. Background. In an effort to match the needs of the Navy with Sailor preferences, NETC has authorized the submission of individual Sailor's duty preference and availability for orders via LS class rosters. Enclosures (1) through (3) pertain.

4. Exemptions. The following LSs and ratings are exempt due to the LS being outside the NETC Enterprise or special detailing rules.

a. Naval Special Warfare, Naval Special Operations, Submarine duty, and Nuclear Power ratings.

b. All Accession Sailors who have orders to Temporary Duty Under Instruction (20 weeks or greater) with an Account Category Code 342.

5. Actions and Responsibilities

a. Commanders, Commanding Officers (CO), Officers in Charge (OIC) will:

(1) Comply with and execute all requirements of this instruction.

(2) Designate (in writing) a Command Avails Coordinator (CAC) per enclosure (1).

(3) Maintain a minimum of one primary and one alternate CAC for each LS.

b. Designated CACs will:

(1) Comply with the guidance in this instruction for submission of a Sailor's duty preference information and availability for orders information.

(2) Ensure all information in enclosure (1) is completed correctly and submitted in the timeframe outlined in this instruction.

c. Recruit Training Command (RTC) will:

(1) Collect duty preference information for all ratings receiving ultimate orders at RTC (3-2 Day ratings) and submit duty preference information in the format found in enclosure (2).

(2) Submit avails per sections 1306-1702 and 1306-1704 of reference (a).

6. Policy. All affected LSs, Command Pay and Personnel Administrators, Command Career Counselors, and designated command representatives will follow the guidance in this instruction for submission of a Sailor's duty preference information and availability for orders.

a. All LSs with accession path "A" and "C" schools that have service members who do not have ultimate duty station orders will collect duty preferences and provide them to their designated command representative, who will submit the availability message, using the data provided in enclosure (2), following the guidance provided in section 1306-1704 of reference (a).

b. The designated representative will then complete the class roster with all required information and the date the member will be available for orders in the correct column of NETC 1306/1 per sections 1306-1702 and 1306-1704 of reference (a). A sample is shown in enclosure (3).

c. For all "A" schools greater than 60 days in course length, rosters will be submitted 8 weeks (56 days) prior to graduation.

d. For all "A" schools 59 days or shorter in course length, rosters will be submitted within the first 5 days of instruction.

e. The designated CAC will contact the appropriate NETC N33 detailee for submission of the class rosters.

f. In the event a Sailor who was previously availed via class roster is disenrolled, placed in a hold status, or set back in training, commands will follow the guidance in section 1306-1706 of reference (a).

g. If a Sailor is placed in a hold status for less than 30 days, and it will not impact a future class convene date, submit a delay in reporting per section 1306-308 of reference (a).

7. Business Rules

a. NETC LSs will utilize the information in enclosure (2) when collecting duty preferences from Sailors, to include a choice for inside or outside the continental United States, region, and platform/duty type.

b. All accession path "A" School CACs will collect this information and forward it to NETC N33. "A" School CACs will comply with DoD and DON privacy policy to ensure Personally Identifiable Information is protected and the confidentiality, integrity, and availability of the information is preserved.

c. NETC N33 will utilize this information to detail the Sailor as close as possible to their preferred location or duty

type based on the needs of the Navy. These needs are met by filling a valid billet requirement with the best Sailor available.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-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.

10. Forms. The following form is available for download via the NETC Reference Library in DON TRACKER, or by email at netc_directives@navy.mil: NETC 1306/1 (Class Roster)



K. BECK
Chief of Staff

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8 Dec 2021

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Website (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by email at netc_directives@navy.mil.

CUI
(when completed)

NETCINST 1306.1A
8 Dec 2021

COMMAND AVAILS COORDINATOR DESIGNATION AND TRANSFER LETTER

1306
N00

From: (Commanding Officer/Officer in Charge), Command Name
To: Commander, Naval Education and Training Command (N3)

Subj: COMMAND AVAILS COORDINATOR DESIGNATION AND TRANSFER
LETTER

1. The following individual is designated as this command's (Primary/Alternate) Command Avails Coordinator (CAC) as of (date). (If Applicable) Please be aware that _____ (Name) has transferred and been relieved by the individual designated below.

COMMAND INFORMATION:

COMMAND NAME:

UIC:

ADDRESS:

PHONE NUMBERS (Commercial and DSN):

CAC INFORMATION:

NAME:

PRD (If Applicable):

RANK/RATE/TITLE:

E-MAIL ADDRESS:

PHONE NUMBERS (Commercial and DSN):

UIC(s) RESPONSIBLE FOR:

2. If there are any questions, please contact _____.

CO SIGNATURE

NOTE: This is the format to have the CAC designated or transferred. It must be on command letterhead and signed by the CO. Email to MILL_NETC_N33@navy.mil.

Enclosure (1)

CUI
(when completed)

ABBREVIATIONS FOR AVAIL REMARKS AND EXAMPLE

Avail remarks abbreviations table	
Geolocation	
CON	For all continental duty stations
OCO	For overseas preference
States, Regions, or Countries	
CA, TX, WA	For state of preference use the standard two digit abbreviation
JP	Japan
KO	Korea
SP	Spain
IT	Italy
GM	Guam
EU	Europe / Mediterranean
WP	Western Pacific (To include Japan, Guam, Diego Garcia, or Korea)
AG	Arabian Gulf (To include Bahrain or Qatar)
CS	Continental America South
CN	Continental America North
WC	West Coast
EC	East Coast

Platform / Duty Type	
LD	Large Deck ships company to include CVN, LHD, LHA
SD	Small Deck ships company to include DDG, CG, LCS
AD	Amphibious Deck ships company to include LPD, LSD
FQ	Fixed wing jet squadron
HQ	Helicopter squadron
PQ	Propeller squadron
IM	Intermediate Maintenance Division
CB	Construction Battalion
PW	Public Works
DB	Direct Support Submarines
DS	Direct Support Surface
DA	Direct Support Air
SH	Shore command non specific

<i>Example Avail Remarks (RTC avails submission only)</i>
<i>CTR"A", GRAD:20DEC19,DL:Y, PRF: OCO/JP/SD</i>
<i>LS"A", GRAD:19SEP19, DL:N, PRF: CON/CA/FQ, DL:Y, NJP</i>

CLASS ROSTER
RATE "A/C" CLASS # XXXX YYMMDD - YYMMDD

NAME	DOD ID	GENDER	CLEARANCE STATUS	FLEET RETURNEE	CITIZEN	DRIVERS LICENSE	BRANCH CLASS	DEPENDENT LOCATION	DUTY PREFERENCE			NOTES (NJP / PFA FAIL)
									GEOLOCATION	STATE, REGION, COUNTRY	PLATFORM	
SAILOR, ARC A.	xxxxxxxx	F	HOLD	NO	YES	YES	USN		CON	CA	SH	NJP
SAILOR, JERRY M.	xxxxxxxx	M	ADJ	NO	YES	YES	USN	VA	OCO	JP	LD	
DOE, JOHN R.	xxxxxxxx	M	INTERIM	NO	NO	NO	USN		CON	EC	FQ	
JIM, JOE J.	xxxxxxxx	M	NONE	YES	NO	NO	USN		CON	VA	HQ	PFA FAIL
HOPPER, EL D.	xxxxxxxx	F	ADJ	NO	YES	YES	32	JP	OCO	WP	SH	
SAMPLE												

1. The roster template must be submitted to the appropriate detailer with all required information to include: Sailor's last name, first name, middle initial, DoD ID, gender, clearance status, fleet returnee, U.S. citizen, driver's license, branch class, (if applicable) dependent location, and duty preference. The notes portion of the roster is utilized for any items that can assist in the placement of the Sailor. For example: Sailor NJP'd – no overseas, PFA Failure, Second Class Swim Qualification Failure, EMFP package in progress, etc.
2. To ensure every reasonable effort is made for military couples to move together and establish a joint household whenever possible the CAC will include the spouse's branch of service and duty location in the spouse location portion of the roster. A NAVPERS 1306/7 must be on file to support spouse co-location.
3. For all branch class 32 (reservist) Sailors you must include all guarantees and where the Navy Operational Support Center (NOSC) will perform their drill in accordance with the member's contract in the NOTES portion of the roster.
4. For all FTS Sailors, you must include all of the information on their driver's license in the NOTES portion of this roster for them to be detailed appropriately.

Controlled by: [Name of DoD Component]

Controlled by: [Name of Office]

CUI Category: Privacy Information

Distribution/Dissemination Control: FEDCON

POC: [Name, and Phone or email address]