



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

NETCINST 1320.1A
N3
8 Oct 2021

NETC INSTRUCTION 1320.1A

From: Commander, Naval Education and Training Command

Subj: HONOR GRADUATE ORDERS SELECTION POLICY

Ref: (a) NETCINST 1306.1
(b) SECNAVINST 12713.14
(c) MILPERSMAN 1306-1704

1. Purpose. To establish standard policy and procedures for eligible Honor Graduates in select Naval Education and Training Command (NETC) programs to decline their current orders and select new orders from a listing of those available.

2. Cancellation. NETCINST 1320.1.

3. Applicability. This instruction applies to eligible Accession Sailors at participating "A" schools located at NETC Learning Centers (LC)/Learning Sites (LS). Non-NETC training sites will be provided this instruction and requested to participate.

a. Overview. Under the current detailing process, Accession Sailors receive ultimate duty station orders as early as 8 weeks prior to "A" school graduation. While every attempt is made to meet the desires of the individual Sailor utilizing a list of duty preferences per reference (a), receipt of orders at this time does not allow for LCs/LSs to reward a top performing Sailor during the order selection process. If a Sailor is later identified as the "Honor Graduate," this instruction affords that Sailor the opportunity to retain their current orders or to renegotiate new orders from available billets identified by the detailer.

b. Exceptions. Honor Graduates at Nuclear Power, Submarine Surface, Naval Special Warfare, Naval Special Operations, Full Time Support, New Accession Training reservists, or Cryptologic Technician Interpretive schools are excluded from participation and ineligible to renegotiate their assigned orders.

4. Policy. Participating NETC LCs/LSs will develop a class ranking methodology for its students. The methodology will be briefed to the students at the beginning of course instruction during initial indoctrination. The LC/LS will provide an overview of the Honor Graduate program, explain the criteria used to determine class ranking, and describe the orders renegotiation benefit available to the "Honor Graduate." No more than one Honor Graduate will be named for each graduating class, and if no Sailor in a class meets the qualifications necessary to be named Honor Graduate, the designation for that class is forfeited. As each class may have only one Honor Graduate, the LC/LS Commander/Commanding Officer should carefully weigh the candidate's academic performance, commitment to duty, and demonstration of exemplary Navy Core Values in order to determine a final class ranking. Any Honor Graduate determination made pursuant to this instruction will be consistent with the standards of equal opportunity set forth in reference (b) and will be made without regard to any candidate's race, color, religion, sex, national origin, genetic information, or participation in a protected activity. LCs/LSs will establish a final class ranking no later than 1 week prior to graduation. Minimum qualifications for consideration as an Honor Graduate include:

a. A minimum academic average of 90.0, or the equivalent if academic grading is not on a 0-100 scale.

b. No record of Non-judicial Punishment in the previous 24 months.

c. No evaluation rating below 3.0 in the previous 24 months.

d. Must meet Navy height/weight requirements and have no record of Physical Fitness Assessment failure in the previous 24 months.

5. Responsibility. To ensure Honor Graduate identification does not interfere with the timely release and receipt of orders, adhere to the following guidance:

a. LC/LS must coordinate with NETC N3 to arrange a fixed time window for Sailors to be designated as the "Honor Graduate." This period will be a minimum of 1 week prior to graduation.

b. LC/LS representatives and the "Honor Graduate" will contact the appropriate NETC N33 detailer directly for choice of available orders. If an Honor Graduate chooses to change orders, the LSs will process an immediate availability per reference (c), to include member's duty preferences.

c. Sailors subsequently found ineligible for the selected billet via failure to screen, legal hold, medical hold, or divert will be placed per "Needs of the Navy."

d. Despite designation as an Honor Graduate, all orders are subject to change based on the needs of the Navy.


6. 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.

7. 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.

A handwritten signature in black ink, appearing to be 'K. Beck', written over a horizontal line.

K. BECK
Chief of Staff

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.