



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

NETCINST 1306.1B  
N3  
8 January 2026

NETC INSTRUCTION 1306.1B

From: Commander, Naval Education and Training Command

Subj: CLASS ROSTER SUBMISSIONS FOR ACCESSION SAILOR DUTY PREFERENCE AND AVAILABILITY FOR ORDERS

Ref: (a) MILPERSMAN 1306-126  
(b) MILPERSMAN 1306-1702  
(c) MILPERSMAN 1306-1704  
(d) MILPERSMAN 1306-1706

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

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 1306.1A.

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) and (2) 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. Responsibilities

a. Commanders, commanding officers, and officers in charge 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, such as Short Training Order Writing ratings (2-2 Day), and submit in the format found in enclosure (2).

(2) Submit avails per references (b) and (c).

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 reference (c).

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 references (b) and (c).

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 detailer 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 reference (d).

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

## 7. Business Rules

a. NETC LSSs 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 via password protected excel spreadsheet per enclosure (3). "A" school CACs will comply with Department of War (DoW) and Department of the Navy (DON) privacy policies to ensure personally identifiable information (PII) is protected and the confidentiality, integrity, and availability of the information is preserved. "A" school CACs will comply with DoW and DON privacy policies to ensure PII is protected by ensuring that all electronic

correspondence (e-mail) regarding Navy personnel which contains names, social security numbers, or other identifying information is digitally signed and public key infrastructure encrypted. In the event that encryption is not possible, the only other authorized means of electronically transmitting personally identifiable information is through use of DoW Safe Access File Exchange.

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 DON 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.

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10. Forms. The following form is available for download via the NETC public web site (<https://www.netc.navy.mil/Resources/NETC-Directives/#netc-forms>) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil): NETC 1306/1 (Class Roster).



G. C. HUFFMAN

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

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(when completed)

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COMMAND AVAILS COORDINATOR DESIGNATION AND TRANSFER LETTER

1306  
N00  
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From: Commanding Officer (CO) /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:

UNIT IDENTIFICATION CODE (UIC):

ADDRESS:

PHONE NUMBERS (commercial/Defense Service Network (DSN)):

**CAC INFORMATION:**

NAME:

POTENTIAL ROTATION DATE (if applicable):

RANK/RATE/TITLE:

E-MAIL ADDRESS:

PHONE NUMBERS (Commercial/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. E-mail to MILL\_NETC\_N33@navy.mil.

Enclosure (1)

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ABBREVIATIONS FOR AVAIL REMARKS AND EXAMPLE

AVAIL REMARKS ABBREVIATIONS TABLE			
GEOLOCATION		PLATFORM/DUTY TYPE	
CON	For all continental duty stations.	LD Large deck ships company to include "CVN, LHD, LHA."	
OCO	For overseas preference.	SD Small deck ships company to include "DDG, CG, LCS."	
STATES, REGIONS, OR COUNTRIES		AD Amphibious deck ships company to include "LPD and LSD."	
CA, TX, WA	For state of preference use the standard two-digit abbreviation.	FQ Fixed wing jet squadron.	
JP	Japan	HQ Helicopter squadron.	
KO	Korea	PQ Propeller squadron.	
SP	Spain	IM Intermediate maintenance division.	
IT	Italy	CB Construction battalion.	
GM	Guam	PW Public Works.	
EU	Europe/Mediterranean	DB Direct support submarines.	
WP	Western Pacific (To include Japan, Guam, Diego Garcia, or Korea.)	DS Direct support surface.	
AG	Arabian Gulf (To include Bahrain or Qatar.)	DA Direct support air.	
CS	Continental America South	SH Shore command nonspecific.	
CN	Continental America North	Example Avail Remarks (RTC avails submission only.)	
WC	West Coast	CTR "A", GRAD: 20DEC19, DL: Y, <u>PRF: OCO/JP/SD</u>	
EC	East Coast	LS "A", GRAD: 19SEP19, DL: N, <u>PRF: CON/CA/FQ, DL: Y, NJP</u>	

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## CLASS ROSTER EXAMPLE

## CLASS ROSTER

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

### Notes:

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, Department of Defense identification number, sex, clearance status, fleet returnee, U.S. citizen, driver's license, branch class, dependent location (if applicable), and duty preference. The "NOTES" portion of this roster is utilized for any items that can assist in the placement of the Sailor (e.g., 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 will perform their drill per the member's contract in the "NOTES" portion of this roster.
4. For all Full Time Support Sailors, you must include all the information on their driver's license in the "NOTES" portion of this roster for them to be detailed appropriately.

Controlled by: (Name of DoW Component)

Controlled by: (Name of office)

CUI Category: Privacy Information

Distribution/Dissemination Control: FEDCON

POC: (Name, Phone or e-mail)

Enclosure (3)

CUI  
(when completed)