

UNCLASSIFIED

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		ACT	INFO				DATE-TIME	MONTH	YR	
01 of 02	3131700	RR	RR		UUUU		0562	091700Z	NOV	70
BOOK	MESSAGE HANDLING INSTRUCTIONS									
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FROM: CNO (Z-56)  
 TO: NAVOP

*091700Z*

UNCLAS//1301//

EXCHANGE OF DUTY PROGRAM FOR OFFICERS

1. IT IS RECOGNIZED THAT THERE ARE OCCASIONS WHEN THE ASSIGNMENT OF AN OFFICER TO A DESIRED AREA WOULD BE HIGHLY BENEFICIAL FROM A MORALE STANDPOINT BUT IS NOT JUSTIFIABLE AS A GOVERNMENT FUNDED EXPENDITURE.

I HAVE THEREFORE ASKED THE CHIEF OF NAVAL PERSONNEL TO IMPLEMENT, ON A SIX MONTH TRIAL BASIS COMMENCING 1 NOVEMBER 1970, AN EXCHANGE OF DUTY PROGRAM FOR OFFICERS DESIRING <sup>AT THEIR OWN EXPENSE</sup> TO "SWAP" DUTY WITH ANOTHER OFFICER. AN OFFICER DESIRING CHANGE OF DUTY MAY SUBMIT A LETTER REQUESTING EXCHANGE OF DUTY DIRECTLY TO THE CHIEF OF NAVAL PERSONNEL REQUIRING ONLY THE ENDORSEMENT OF HIS COMMANDING OFFICER.

2. REQUESTS FOR EXCHANGE OF DUTY WILL BE CONTROLLED BY THE OFFICER DISTRIBUTION DIVISION IN THE BUREAU OF NAVAL PERSONNEL. REQUESTS WHICH MEET ELIGIBILITY REQUIREMENTS AND RECEIVE FAVORABLE ENDORSEMENT BY THE COMMANDING OFFICER WILL BE PLACED IN SPECIAL EXCHANGE OF DUTY FILES SET UP FOR EACH OFFICER COMMUNITY (I.E. SURFACE, SUBMARINE, AVIATION, RESTRICTED LINE, STAFF CORPS). WHEN AN EXCHANGE MATCH IS

DISTR:  
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THIS MESSAGE MEETS NAVY CRITERIA FOR ELECTRICAL TRANSMISSION AS A GENERAL MESSAGE

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE

F. MCKEE, CDR, B1601, 41402, 20 OCT 1970

SPECIAL INSTRUCTIONS  
 1970  
 0948 0548  
 CHOP: B1601 B12 B1 B1601  
 B16 B13 Ba PERS  
 B11 B16 B FCT

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JOINT MESSAGEFORM

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MADE ORDERS WILL BE PREPARED FOR THE OFFICERS CONCERNED.  
 3. FULL DETAILS ON ELIGIBILITY REQUIREMENTS AND PROCEDURES FOR  
 SUBMITTING REQUESTS WILL BE FORTHCOMING. E. R. ZUMWALT, JR., ADMIRAL,  
 U. S. NAVY, CHIEF OF NAVAL OPERATIONS.

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