



Department of Defense **INSTRUCTION**

NUMBER 1312.03
November 22, 2013

USD(P&R)

SUBJECT: Service Credit for Commissioned Officers

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction reissues DoD Instruction (DoDI) 1312.03 (Reference (b)) to update established policy, assigned responsibilities, and prescribed procedures that govern granting service credit to persons receiving original appointments as Regular or Reserve commissioned officers.

2. APPLICABILITY

a. This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense.

b. This instruction does not apply to:

(1) Inter-Service transfers pursuant to section 716 of Title 10, United States Code (Reference (c)), except as provided in DoDI 1300.04 (Reference (d)).

(2) The appointment of Reserve commissioned officers as Regular commissioned officers pursuant to section 533(f) of Reference (c).

(3) The appointment of commissioned officers designated for limited duty pursuant to section 5589 or 5596 of Reference (c).

(4) Health professions officers (credit awarded as provided in DoDI 6000.13 (Reference (e))).

3. **POLICY.** It is DoD policy that the award of service credit to any person appointed, assigned, or designated as a commissioned officer will be equitably determined. This determination will

establish an appropriate original appointment grade and an appropriate date of rank relative to other officers receiving an original appointment in the same competitive category.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. Enclosure 3 provides procedures governing the granting of service credit to persons upon original appointment as Regular or Reserve commissioned officers.

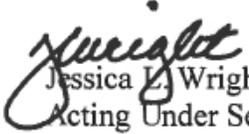
6. RELEASABILITY. **Unlimited**. This instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction:

a. Is effective November 22, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoDI 5025.01 (Reference (f)).

c. Will expire effective November 22, 2023 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (f).


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Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1312.03, "Service Credit for Commissioned Officers," October 6, 2006 (hereby cancelled)
- (c) Title 10, United States Code
- (d) DoD Instruction 1300.04, "Inter-Service Transfer of Commissioned Officers," December 27, 2006
- (e) DoD Instruction 6000.13, "Medical Manpower and Personnel," June 30, 1997
- (f) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (g) DoD Instruction 1304.28, "Guidance for the Appointment of Chaplains for the Military Departments," June 11, 2004, as amended
- (h) DoD Instruction 1310.02, "Appointing Commissioned Officers," May 8, 2007, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(R&FM) develops, establishes, maintains, and oversees the policies involving determination of service credit for commissioned officers.

2. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:
 - a. Comply with the policies and procedures prescribed in this instruction.
 - b. Administer the policies in this instruction.
 - c. Issue written regulations to implement this instruction.
 - d. Submit requests for entry grade adjustments for judge advocates to the USD(P&R) in accordance with paragraph 2c of Enclosure 3 of this instruction.
 - e. Recommend policy changes, as necessary, to this instruction to the USD(P&R).

ENCLOSURE 3

PROCEDURES

1. ENTRY GRADE CREDIT. The entry grade and date of rank or promotion service credit in grade of a commissioned officer (other than health professions officers) will be determined by the entry grade credit they are awarded when appointed. The entry grade credit that is awarded will be the sum of the prior commissioned service allowed and the amount of constructive service credit allowed. A period of time will be counted only once when calculating credit.

a. Prior Active Commissioned Service Credit. Credit for prior service as a commissioned officer may not exceed 1 year for each year spent under these circumstances:

(1) Active duty commissioned service (except as a commissioned warrant officer), including periods of active duty for training.

(2) Commissioned service in an active status while an officer participates in a program that leads to a specialty where constructive service is awarded or in another specialty in which an officer is being appointed, designated, or assigned.

(a) An officer who completes a program that would qualify for constructive credit in accordance with paragraph 1b(4) of this enclosure while in an active status may be credited with prior commissioned service credit. The credit will be the difference between the officer's time in active status and the amount of time normally required to complete the program.

(b) The time normally required to complete the program is the number of years of advanced education required by a majority of institutions that award degrees in that professional field for completion of the advanced education or award of the advanced degree.

(3) Commissioned service (except as a commissioned warrant officer) in an active status, but not on active duty, for Reserve commissioned officers.

b. Constructive Service Credit. The purpose of constructive service credit is to provide a commissioned officer in a professional field the grade and date of rank comparability relative to a contemporary who began commissioned service immediately after obtaining a bachelor's degree. These commissioned officers in a professional field began commissioned service after obtaining the additional education, training, or experience required for appointment, designation, or assignment in such professional field. Constructive service credit must be determined in accordance with these guidelines:

(1) A period of time will be counted only once when calculating constructive service credit.

(2) Except as provided in paragraphs 1b(2)(a), (b), and (c) of this enclosure, periods of time spent as a commissioned officer on active duty or in an active status may not be counted when calculating constructive service credit.

(a) The Secretary of the Military Department concerned may award constructive service credit to an officer who completes advanced education or receives an advanced degree while on active duty or in an active status if:

1. Such education or advanced degree is required as a prerequisite for appointment, designation, or assignment as a commissioned officer in a particular officer category.

2. The officer completes such education or advanced degree in less than the number of years normally required to complete such advanced education or receive such advanced degree.

(b) Constructive service credit may be awarded in accordance with paragraph 1b(2)(a) of this enclosure only if the officer completed such advanced education or received the advanced degree in less time than is normally required to do so.

(c) The time normally required to complete such advanced education or receive such advanced degree is the number of years of advanced education required by a majority of institutions that award degrees in that professional field for completion of the advanced education or award of the advanced degree.

(3) Qualifying periods of less than 1 year must be proportionately credited.

(4) Except as provided in paragraph 2b of this enclosure, the number of years creditable as constructive service credit is limited.

(a) For chaplains:

1. Entry grade for appointment, designation, or assignment must not exceed 3 years of credit.

2. Seven or more years of extensive practical experience in a ministry must not exceed 1 year of credit.

3. Unusual cases involving special experience or unique qualifications, as determined by the Secretary of the Military Department concerned, must not exceed 6 months of credit for each year, up to 3 credit years.

(b) For judge advocates:

1. Entry grade for appointment, designation, or assignment must not exceed 3 years of credit.

2. Unusual cases involving special experience or unique qualifications, as determined by the Secretary of the Military Department concerned, must not exceed 6 months of credit for each year, up to 3 credit years.

(c) For other categories in which advanced education beyond the bachelor's degree level is required as a prerequisite for appointment, designation, or assignment in a particular commissioned officer category:

1. Entry grade credit for appointment, designation, or assignment, as determined by the Secretary of the Military Department concerned, must not exceed 1 year of credit for each year of advanced education.

2. Entry grade credit for special experience, or unique qualifications, as determined by the Secretary of the Military Department concerned, must not exceed 6 months of credit for each year, up to a maximum of 3 credit years.

c. Maximum Entry Grade Credit. The total entry grade credit granted, except for a health professions officer, will be no more than that required for the person to receive an entry grade of major or lieutenant commander.

(1) This limitation may be waived by the Secretary of the Military Department concerned in individual cases if there are significant reasons to appoint a person in a higher grade.

(2) This limitation is not applicable to the appointment of a Reserve commissioned officer as a Regular commissioned officer pursuant to section 533(f) of Reference (c).

d. Service Academy Graduates. Graduates of the Service Academies may not receive credit in accordance with paragraph 1a or 1b of this enclosure for service performed, or education, training, or experience obtained, before graduation.

2. ENTRY GRADE

a. A person granted service credit in accordance with this instruction and placed on the active-duty list or reserve active-status list of a Military Service may have an entry grade determined by comparing entry grade credit with the appropriate promotion phase points of the Military Service and officer category concerned.

(1) Except as limited by paragraph 1c of this enclosure, credit granted that exceeds that amount used to establish the entry grade will be used to adjust the date of rank.

(2) Reserve Component officers will be ordered to active duty in their Reserve grades.

b. A person who is a former commissioned officer may, if otherwise qualified, be appointed as a Reserve officer. A person so appointed:

(1) May be placed on the reserve active-status list of that Military Service in the grade equivalent to the permanent Regular or Reserve grade, and in the same competitive category, in which the person previously served satisfactorily on active duty or in an active status.

(2) May be credited for determining date of rank in accordance with section 741(d) of Reference (c) with Service in grade equal to that held by that person when discharged or separated.

c. The Secretary of Defense may authorize the Secretary of a Military Department concerned to credit any person originally appointed, designated, or assigned as a judge advocate with a period of constructive service that will result in appointment of the person to the grade of captain (lieutenant in the Navy). However, the date of rank of such person must be junior to that of all other officers of the same grade on the active-duty list.

(1) To grant this authority to a Secretary of a Military Department, the Secretary of Defense must determine that the number of qualified judge advocates on the active-duty list in the Military Service concerned in grades below major or lieutenant commander is critically below the number needed by that Military Service.

(2) Requests by the Secretary of the Military Department concerned for such determination by the Secretary of Defense must be submitted through the USD(P&R) and must include evidence supporting the determination.

GLOSSARY

PART I. ACRONYMS

ASD(R&FM) Assistant Secretary of Defense for Readiness and Force Management

DoDI DoD Instruction

USD(P&R) Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

active-duty list. Defined in section 101(b)(13) of Reference (c).

active status. Defined in section 101(d)(4) of Reference (c).

chaplain. Defined in Enclosure 2 of DoDI 1304. 28 (Reference (g)).

commissioned officer. Defined in Enclosure 2 of DoDI 1310.02 (Reference (h)).

health professions officer. Defined in Enclosure 2 of Reference (e).

judge advocate. A commissioned officer in the Judge Advocate General's Corps of the Army or Navy or a commissioned officer who is appointed in the Air Force or Marine Corps and designated as a judge advocate.

Military Service. Service in the Army, the Navy, the Air Force, or the Marine Corps.

reserve active-status list. Defined in section 101(c)(7) of Reference (c).