



## DoD INSTRUCTION 1312.03

# ENTRY GRADE CREDIT FOR COMMISSIONED OFFICERS AND WARRANT OFFICERS

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**Originating Component:** Office of the Under Secretary of Defense for Personnel and Readiness

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**Approved by:** James N. Stewart, Assistant Secretary of Defense for Manpower and Reserve Affairs, Performing the Duties of the Under Secretary of Defense for Personnel and Readiness

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**Purpose:** In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy, assigns responsibility, and details procedures governing the award of entry grade credit to persons receiving original appointments as regular or reserve commissioned officers or warrant officers.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.** This issuance:

a. 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 DoD.

b. Does not apply to:

(1) Inter-Service or inter-component transfers pursuant to DoD Instruction (DoDI) 1300.04.

(2) The appointment of commissioned officers designated for limited duty pursuant to Sections 5589 or 5596 of Title 10, United States Code (U.S.C.).

(3) Health professions officers, who will be awarded entry grade credit in accordance with DoDI 6000.13.

### **1.2. POLICY.**

a. The amount of entry grade credit awarded to any person appointed, assigned, or designated as a commissioned officer will be equitably determined.

b. The award of entry grade credit will be used to establish an appropriate original appointment grade and date of rank relative to other officers in the same competitive category receiving an original appointment in accordance with DoDI 1310.02.

c. Graduates of the Service academies and Reserve Officers' Training Corps are not entitled to receive entry grade credit for service performed or education, training, or experience obtained before graduation.

## **SECTION 2: RESPONSIBILITIES**

**2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS.** Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the Assistant Secretary of Defense for Manpower and Reserve Affairs develops and oversees the implementation of this issuance.

**2.2. SECRETARIES OF THE MILITARY DEPARTMENTS.** The Secretaries of the Military Departments:

- a. Ensure persons are awarded constructive service credit proportional to the advanced education, training, and experience obtained and in accordance with this issuance.
- b. Submit requests to the USD(P&R) to award additional constructive credit to judge advocates in accordance with Paragraph 3.5.b.
- c. Submit an entry grade credit worksheet or other documentation with the original appointment package for commissioned officers receiving additional constructive service credit in accordance with Paragraph 3.4.b., detailing the constructive service credit being awarded.

## SECTION 3: PROCEDURES

**3.1. ENTRY GRADE CREDIT.** Subject to the limitations in this section, a person's entry grade, date of rank, and service in grade for promotion eligibility will be determined by the amount of entry grade credit awarded upon original appointment. The amount of entry grade credit will equal the sum of the prior commissioned service credit and the constructive service credit a person is given.

### a. Administration of Entry Grade Credit.

(1) Credit will be awarded pursuant to Sections 533 and 12207 of Title 10, U.S.C., and this issuance.

(2) A period of time will be counted only once when calculating entry grade credit.

(3) Qualifying periods of less than 1 full year will be proportionally credited to the nearest day.

(4) Prior commissioned service credit will be calculated before constructive service credit.

(5) Regardless of the amount of entry grade credit awarded, a person receiving an original appointment may not be appointed to a grade above the grade of colonel in the Army, Air Force, and Marine Corps, or captain in the Navy.

### b. Entry Grade and Promotion Phase Points.

(1) A person granted entry grade credit in accordance with this instruction and placed on the active-duty list (ADL) or reserve active-status list (RASL) of a Military Service will have an entry grade determined by comparing entry grade credit with the appropriate promotion phase points of the Military Service and competitive category concerned.

(2) Credit awarded that exceeds the amount used to establish the entry grade will be used to adjust the date of rank.

**3.2. PRIOR COMMISSIONED SERVICE CREDIT.** Credit for prior service as a commissioned officer (except as a commissioned warrant officer) will be awarded for previous commissioned service performed in any Military Service, the National Oceanic and Atmospheric Administration, or the U.S. Public Health Service.

a. For regular appointments, except as permitted by Paragraph 3.2.c. or 3.2.d., credit will be awarded on a day-for-day basis for any active commissioned service.

b. For reserve appointments, except as permitted by Paragraphs 3.2.c. or 3.2.d., credit will be awarded on a day-for-day basis for any commissioned service as a regular officer or as a reserve officer in an active status.

c. The Secretaries of the Military Departments may limit the amount of credit for prior commissioned service in a field other than the professional specialty for which the person is currently being appointed, but will award no less than a half day credit for each day of such service.

d. The Secretary of the Military Department concerned may deny prior commissioned service credit for each day of constructive service credit a person who is not currently a regular officer or a reserve officer in an active status receives for the education, training, or experience required for appointment, designation, or assignment as a judge advocate in a Military Department, as a chaplain, or in other officer career fields as designated by the Secretaries of the Military Departments.

e. Notwithstanding Paragraphs 3.2.c. and 3.2.d., credit for prior active or active status commissioned service authorized by Paragraph 3.2.a. or 3.2.b. will be awarded on a day-for-day basis if such service was performed while the officer was participating in an educational program leading to an appointment in a specialty for which constructive service credit is awarded. This is the case regardless of whether the prior commissioned service was in the specialty in which the officer is currently being appointed, designated, or assigned.

### **3.3. PRIOR COMMISSIONED SERVICE CREDIT FOR WARRANT OFFICERS.**

Pursuant to Section 572 of Title 10, U.S.C., a person appointed by commission in a regular or reserve warrant officer grade will be credited with such service as the Secretaries of the Military Departments prescribe. A person may not be credited with a period of service greater than the period of active service performed in the grade, pay grade corresponding to the grade in which appointed, or in any higher grade or pay grade.

**3.4. CONSTRUCTIVE SERVICE CREDIT.** Constructive service credit is awarded when commissioned service begins after the additional education, training, or experience required for appointment, designation, or assignment in a professional specialty or a specifically designated field is obtained. Constructive service credit provides a person the grade and date of rank comparable to a contemporary who began commissioned service immediately after obtaining a baccalaureate degree.

a. Constructive service credit will only be used to determine initial grade, rank in grade, and service in grade for promotion eligibility.

b. Constructive service credit awarded under this paragraph will be determined in accordance with these guidelines:

(1) 1 year of constructive service credit will be awarded for each year of graduate level education to persons appointed, designated, or assigned in an officer category that requires such advanced education or an advanced degree as a prerequisite for appointment. The amount of credit awarded will not exceed the number of years the majority of institutions that award degrees in that field require for completion of the advanced education or award of the advanced degree.

(2) Additional day-for-day credit not to exceed 1 year may be awarded for internships or equivalent graduate-level formal professional training required by the Military Service concerned for the professional specialty in which the person is being appointed, designated, or assigned.

(3) Additional day-for-day credit not to exceed 1 year may be awarded for each additional year of graduate-level training or experience required for certification in a specialty required by the Military Service concerned.

(4) Additional credit for special training or experience in a particular officer career field as designated by the Secretaries of the Military Departments, if such training or experience is directly related to the operational needs of the officer's Military Service.

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

(6) Qualifying periods of less than 1 year will be proportionally credited.

(7) Creditable experience cannot predate the receipt of a degree or certificate; experience gained in a volunteer or student status will not be credited.

(8) 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. However, the Secretaries of the Military Departments may waive this restriction and award constructive service credit to an officer who completes advanced education or receives an additional degree while on active duty or in an active status if, pursuant to Sections 533 and 12207 of Title 10, U.S.C.:

(a) Such education or advanced degree is required as a prerequisite for appointment, designation, or assignment as a commissioned officer in a particular professional specialty; and

(b) The officer completes the advanced education or receives the advanced degree in less than the number of years normally required to do so.

(c) The amount of constructive service credit that may be awarded to an officer who qualifies for a waiver of this restriction is limited to the difference between:

1. The number of years normally required to complete the educational program or degree; and,

2. The number of years in which the program or degree was completed by the officer.

### **3.5. CONSTRUCTIVE SERVICE CREDIT LIMITATIONS AND AUTHORITY FOR JUDGE ADVOCATES AND CHAPLAINS.**

a. The total amount of constructive service credit awarded to judge advocates and chaplains for advanced education may not exceed 3 years.

b. Constructive service credit for training or experience will be awarded in accordance with Paragraph 3.4.b.(4).

c. When the number of qualified judge advocates serving on active duty in the grades below major or lieutenant commander is critically below the number needed by a Military Service, the Secretary of Defense may authorize the Secretaries of the Military Departments to award constructive service credit in addition to the amount awarded under Paragraph 3.4.(b) to any person receiving an original appointment as a judge advocate in that Military Service.

(1) Constructive service credit awarded under Paragraph 3.5.c. may not result in an appointment above the grade of captain in the Army, Air Force, and Marine Corps or lieutenant in the Navy.

(2) The date of rank of such person must be junior to all other officers of the same grade serving on active duty on the date of the appointment.

(3) To receive this authorization, the Secretary of the Military Department concerned will submit a request with supporting documentation to the USD(P&R).



## GLOSSARY

### G.1. ACRONYMS.

ADL	active-duty list
DoDI	DoD instruction
RASL	reserve active-status list
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

**active commissioned service.** Defined in Section 101(d)(3) of Title 10, U.S.C.

**active duty.** Defined in the DoD Dictionary of Military and Associated Terms.

**active status.** Defined in Section 101(d)(4) of Title 10, U.S.C.

**ADL.** A single list maintained by each Military Service that contains the names of all officers of the Military Service, other than officers described in Section 641 of Title 10, U.S.C., who are serving on active duty.

**chaplain.** A commissioned officer of the Chaplain Corps of the Army or Navy, or a commissioned officer in the Air Force designated for duty as a chaplain.

**competitive category.** A separate promotion category established by the Secretary of a Military Department, pursuant to Sections 621, 574(b), and 14005 of Title 10, U.S.C., for specific groups of commissioned officers or warrant officers whose specialized education, training, or experience, and often relatively narrow career field utilization, make separate career management desirable.

**date of rank.** Defined in DoDI 1310.01.

**entry grade credit worksheet.** A Service document that outlines the amount of prior commissioned service credit and constructive service credit awarded at the time of original appointment.

**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.** Refers to the Army, the Navy, the Air Force, or the Marine Corps.

**original appointment.** An officer's most recent appointment in a Regular or Reserve Component that is neither a promotion nor a demotion.

**professional specialties.** Military occupational specialties that include health professions officers, chaplains, and judge advocates. Entry grade credit for health professions officers is awarded in accordance with DoDI 6000.13.

**RASL.** A single list maintained by each Military Service that contains the names of all reserve officers of the Military Service, other than those on an ADL as described in Section 620 of Title 10, U.S.C., who are in an active status in a Reserve Component. The RASL for the Army includes officers in the Army Reserve and the Army National Guard of the United States. The RASL for the Air Force includes officers in the Air Force Reserve and the Air National Guard of the United States.

## **REFERENCES**

- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1300.04, “Inter-Service and Inter-Component Transfers of Service Members,” July 25, 2017
- DoD Instruction 1310.01, “Rank and Seniority of Commissioned Officers,” August 23, 2013
- DoD Instruction 1310.02, “Original Appointment of Officers,” March 26, 2015
- DoD Instruction 6000.13, “Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs),” December 30, 2015, as amended
- Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition
- United States Code, Title 10